

# WISBECH SCHOOL OF PERFORMING ARTS

## **ROLE: Principal of Drama and Musical Theatre**

Wisbech School of Performing Arts (WSPA)

*This is a significant leadership opportunity within a thriving and ambitious performing arts school. We are seeking an inspirational practitioner and leader who is committed to delivering high-quality arts education and making a lasting contribution to our students, staff and the wider community.*

*WSPA particularly welcomes applications from candidates with experience in musical direction, vocal coaching or singing training who can support the continued development of our musical theatre provision.*

*The successful candidate will play a key role in shaping the future direction of the school. We are particularly interested in individuals seeking a long-term opportunity who value building strong relationships and contributing to the sustained success of WSPA.*

## **JOB PURPOSE**

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The Principal is responsible for the artistic, educational and operational leadership of the Drama and Musical Theatre pathway at WSPA. The role oversees curriculum delivery, staff leadership, student development, productions and strategic growth, ensuring high standards of teaching, performance and student experience. The Principal acts as a key ambassador for WSPA and contributes to the school's long-term development and sustainability.

## **ORGANISATION**

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The Wisbech School of Performing Arts (WSPA) is a subsidiary of The Wisbech Theatre Trust (WTT). WSPA operates as a separate company and, as such, employees of WSPA are not employees of WTT, notwithstanding the close working relationship between the two organisations.

## **PLACE OF WORK**

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The role will primarily be delivered from the Angles Theatre, Alexandra Road, Wisbech, Cambridgeshire, PE13 1HQ.

Occasionally, WSPA may utilise other venues within the local area. The postholder may therefore be required to work at alternative locations as necessary to support the effective delivery of WSPA activities. These may include performances, productions, examinations, competitions, workshops, outreach projects, training events, and partnership activities. Travel to such venues will form part of the duties and responsibilities of the role.

## **REPORTING STRUCTURE**

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**Reports to:** WSPA Board of Directors

**Works closely with:** WSPA Management Team and WTT trustees/volunteers

**Direct responsibility for:** Drama and Musical Theatre teaching staff and freelance practitioners engaged within the pathway

## **KEY RESPONSIBILITIES**

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### **Artistic and Educational Leadership**

- Develop, implement and oversee a comprehensive Drama and Musical Theatre curriculum, ensuring students receive high-quality training and varied learning experiences.
- Work collaboratively with teaching staff to create opportunities through classes, examinations, performances, productions, workshops, masterclasses and specialist industry experiences.
- Maintain high standards of teaching and learning through observation, feedback, mentoring and support.
- Develop and review short and long-term educational plans with clear objectives, targets and measurable outcomes.
- Monitor student progress and ensure appropriate pathways are available for all ages and abilities.

KEY RESPONSIBILITIES continued

- Support students preparing for examinations, auditions, performances and further training opportunities.

**Production and performance development**

- Lead the planning and delivery of productions, showcases and public performances.
- Collaborate with directors, choreographers, musical directors and production teams to achieve high-quality artistic outcomes.
- Identify opportunities for students to participate in WSPA productions, community events and national initiatives, including NT Connections.
- Develop workshops, holiday programmes and enrichment activities that engage both WSPA and non-WSPA participants.

**Staff leadership and development**

- Lead and support teaching staff, ensuring effective communication, collaboration and professional development.
- Conduct regular staff meetings to review progress, address challenges and share best practice.
- Lead, or participate in, the recruitment, induction and development of teaching staff in accordance with WSPA recruitment procedures.
- Foster a positive, inclusive and supportive working environment.

**Student and parent engagement**

- Maintain effective and professional communication with students and parents.
- Respond appropriately to enquiries, concerns and matters relating to student progress and development.
- Promote a positive, inclusive and supportive learning environment that encourages confidence, wellbeing and personal growth.
- Utilise Class Manager (WSPA's digital administration platform) and other communication channels effectively.

**Administration and reporting**

- Provide termly reports to the WSPA Board, including:
  - Student attendance and retention data.
  - Progress against strategic objectives.
  - Production and performance updates.
  - Opportunities, challenges and recommendations for future development.
- Ensure administrative processes are effective and records are maintained accurately.
- Maintain current and accurate on-site displays, communications and programme information.

**Marketing and growth**

- Champion WSPA as a visible ambassador. Actively contribute to student recruitment and marketing initiatives.
- Participate in open days, performances, community events and promotional activities.
- Support the development of marketing materials and social media content that showcase student achievements and school activities.
- Identify opportunities to increase student recruitment, community engagement and programme growth.

### **Safeguarding and Student Welfare**

- Work closely with the WSPA safeguarding team to ensure policies and procedures are implemented effectively.
- Promote a culture where student welfare, inclusion, safety and wellbeing are prioritised.
- Ensure all activities operate in accordance with safeguarding, health and safety, and organisational requirements.

### **Strategic Development**

- Contribute to the development and implementation of WSPA's strategic plan.
- Identify opportunities for programme expansion, partnerships, student recruitment and income generation.
- Advise the Board and Management Team on future curriculum, staffing and performance development.
- Support the financial sustainability and long-term growth of the Drama and Musical Theatre pathway.

### **PERSON SPECIFICATION**

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#### **Essential**

Significant experience within Drama, Musical Theatre, Performing Arts or Arts Education.

Experience teaching children and young people across a range of age groups.

Strong leadership, organisational and communication skills.

Experience directing, producing or managing performances and productions.

Passion for student development and arts education.

Ability to work collaboratively with staff, students, parents and stakeholders.

Commitment to safeguarding and promoting student welfare.

#### **Desirable**

Relevant teaching or performing arts qualifications.

Experience managing a performing arts school, academy or educational programme.

Experience as a Musical Director, vocal coach/singing teacher.

Knowledge of examination board syllabi and performance qualifications.

Experience in marketing, recruitment or audience development.

### **REMUNERATION AND HOURS**

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The role requires regular evening and Saturday working and may occasionally require additional attendance at performances, productions, competitions, meetings, promotional events and training activities.

#### **Teaching Rate**

Teaching duties are paid at **£28.80 per hour**.

The anticipated teaching commitment is between 5 and 7 hours per week during term time, depending on the successful candidate's experience, specialisms and the needs of the programme.

At 3 terms of 11 weeks, this equates to approximately:

165 teaching hours annually (5 hours per week) equivalent to £4,752 per annum

231 teaching hours annually (7 hours per week) equivalent to £6,652.80 per annum

This is before pension contributions and statutory deductions.

#### **Management Allowance**

In addition to teaching duties, the post attracts a fixed annual management allowance of **£5,500**.

This allowance recognises the leadership, planning, management and administrative responsibilities associated with the role and reflects an estimated commitment of approximately 190 management hours annually, including:

- Day-to-day operational management
- Staff leadership and meetings
- Marketing and content creation

REMUNERATION AND HOURS continued

- Strategic review and planning
- Production and showcase planning
- Student development and programme oversight

The allowance is paid in recognition of the overall responsibilities of the role; it is not linked to individual monthly timesheets, provided duties are fulfilled satisfactorily.

Delivery of holiday workshops is not included within the management allowance and will only be undertaken by mutual agreement. Any such work will be contracted and remunerated separately at the prevailing WSPA rate.

**Estimated total annual remuneration**

Based on the anticipated teaching commitment, total annual remuneration is expected to be in the region of: £10,252 – £12,152 per annum, plus any separately agreed workshop or additional project work.

**Company Pension**

WSPA operates a NEST Workplace Pension Scheme.

Eligible employees will be automatically enrolled in accordance with current pension legislation. Employee contributions are currently **5%** of qualifying earnings, with WSPA contributing **3%**.

**Payment Schedule**

Salary payments are made monthly via BACS and are apportioned equally across 12 monthly payments. Teaching rates and allowances are reviewed annually each April.

HOLIDAY ENTITLEMENT \_\_\_\_\_

You will be eligible for **28 days holiday per year pro rata including 8 days Bank Holiday**.

Due to the nature of your position, we would ask that holiday is taken during school holidays. If time off is required during term time (3 x 11 week terms), please contact your line manager, giving as much advance notice as possible.

TEACHING COMMITMENT \_\_\_\_\_

**Current Drama and Musical Theatre timetable:**

DAY	CLASS	TIME
Monday	Young Company	17:30–19:00
Tuesday	Acting for Stage (Seniors)	18:00–19:00
Wednesday	Introduction to Acting (Lowers) Acting for Stage (Uppers)	16:30–18:30
Thursday	Ensemble Singing (Uppers)	17:00–17:45
Saturday	Musical Theatre (Lowers, Uppers and Seniors)	13:00–17:00

Hours will reflect the successful candidate's experience, specialisms and the needs of the programme.

**NEXT STEPS:** Please submit a detailed CV, including qualifications, experience, employment history, and contact details for referees from recent posts. References will only be sought with your consent.

**Proposed start date:** September 2026

**Interview dates:**

First-round interviews: Week commencing 6 July 2026

Second-round interviews: Week commencing 20 July 2026

*The second-round interview is likely to include a practical assessment involving the delivery of a class to students.*

*Further details will be provided in advance.*

Shortlisted candidates will be contacted with interview arrangements and timings.