

CHANNING SCHOOL

Information Pack for Candidates

Head of Drama and Theatre from September 2018



Information about the post for candidates

The School

Ever since its foundation in 1885, Channing has been known as a happy and successful community. Our ethos and setting give pupils both security and a sense of their own significance: we recognize all achievements, of whatever nature, and hope each girl here knows she is valued as an individual. We aim to encourage scholarship, integrity, altruism and independence; to give girls the confidence, qualifications and skills they will need in life; and to send our leavers out ready to respond as thoughtful, responsible and socially aware adults to the challenges of the world today.

We aim to remain true to the ideals of our Unitarian foundation, to develop spiritual sensitivity and understanding and in particular to foster respect and consideration for the whole range of human faiths and beliefs.



Academic achievement

Academic results are excellent – GCSE and A Level results consistently place us amongst the top schools in the UK. Virtually all our sixth formers go on to University, or to Art College, some after a gap year. Girls also excel in a very wide range of co-curricular and extra curricular activities, and especially in Music, Drama, Sport and Art.

Community spirit

The Head and members of staff know every girl personally and as an individual. We have a strong family tradition and an enthusiastic and supportive parents' association. The atmosphere is calm, focussed and purposeful. We set high standards emphasising concern and respect for the needs of others. A major feature of the school is the huge diversity of the extra curricular activities on offer to pupils and it is expected that all staff will contribute to this side of the life of the school. Opportunities exist for involvement in cultural, dramatic, sporting and intellectual pursuits and we like staff to assist in areas where they have a genuine interest and enthusiasm.

Exceptional setting

The school is in an attractive part of Highgate, with convenient transport links by road and underground. Visitors are often surprised at how light and open our site is. We have preserved the character of the older buildings, but completely refurbished and redesigned them to provide bright and spacious teaching rooms. Our ambitious Senior School building programme, completed in 2017, and has provided us with excellent dining facilities, a Music School, a new Sixth Form Centre, Sports Hall with fitness suite and a Performing Arts Building.



Drama at Channing

Drama classes are small and there are high standards set both for behaviour and for achievement.

Drama is part of the timetabled curriculum for Years 7-9. It is a GCSE option at KS4 and offered as Drama and Theatre at A Level. Plays and preparation for GCSE and A level practical examinations are rehearsed after school and at lunchtimes. There are frequent visits to professional productions and notable theatre companies such as Frantic Assembly, Complicite and Splendid come into school to deliver inspiring workshops.

There is a whole school production each year, drawing its cast from year groups right through the school. There are other extra-curricular opportunities such as LAMDA lessons for Year 8 and 9 students, Middle School Play and events organised by enthusiastic Sixth Formers.

Art, Drama and Music are all strong at Channing and mutually supportive: girls are highly creative and relish all opportunities for performing, great or small. The completion of the new Performing Arts Building has enhanced the possibilities for a greater range of drama related activities.

Job Description – Head of Drama and Theatre

Heads of Department are appointed by and are directly accountable to the Head for the management of their departments. They play crucial roles in leading the members of their departments, setting high professional standards in all aspects of work. The Head of Department should aim to create a department in which all members of staff feel valued and encouraged to do their jobs to the best of their abilities. Whilst ultimate responsibility for decision making on departmental matters lies with the Head of Department, it should be recognised that good practice requires consultation with staff about all matters which influence how they work or what they do.

Heads of Department are expected to keep abreast of developments in their subjects, teaching methods, etc. and attend meetings and in-service courses by arrangement with the Head and Deputy Head. It is also hoped that use will be made of any opportunities for inter-departmental initiatives and co-operation. With the recent completion of our state-of-the-art Performing Arts Building and the appointment of a full time Theatre Manager, it is envisaged that the new Head of Department will have the vision and drive to develop and extend the work of this exciting department.



Specific functions are outlined in individual job descriptions but General Responsibilities include:

1. Curriculum

- (a) Determine the aims of the Department; plan and submit a scheme of work for the Department (reviewing and updating it as necessary by agreement with the Head) within the School's Curriculum Policy.
- (b) Co-ordinate and ensure the delivery of stimulating and well planned lessons throughout the school, helping to fulfil the potential of each girl whatever her ability.
- (c) To be familiar with the subject requirements for Public Examinations and to ensure proper preparation for these.
- (d) To co-ordinate and moderate public examination coursework.
- (e) Liaise with the Director of Studies, Examinations Officer and Heads of Section in arrangements for Public and School Examinations respectively.
- (f) Be accountable for the department's teaching and learning and its examination results.
- (g) To organise trips and fieldwork as appropriate.
- (h) To liaise with the subject co-ordinator at Fairseat (Channing Junior School.)
- (i) To keep up to date with national developments in pedagogy.

2. Staff

- (a) Provide for induction and guidance of new staff in syllabus, resources, procedures for marking, reports, etc. Supervise probationer teachers within the department. Supervise the work of ancillary and technical staff within the department where relevant.
- (c) Consult with members of the department in all matters of teaching, policy, planning and organisation.
- (d) Lead and manage teaching staff and other team members within the Drama department.

- (e) Encourage the professional development of all members of the department through in-service training, professional organisations and active involvement in wider school activities.
- (f) To foster good working relationships within the department by providing professional support.
- (g) Liaise with the Deputy Head and Director of Studies over the annual staffing allocation and matters of staff welfare and development.
- (h) If necessary set work for pupils if a member of department is absent.
- (i) Undertake appraisal of departmental staff as required and ensure staff continue to be effective.
- (j) To lead regular meetings where departmental issues are discussed and minutes are taken.
- (k) Communicate any department concerns or issues to the senior management team.



3. **Resources**

- (a) Prepare departmental budget estimates at appropriate time annually and control the budget to ensure funds are allocated in accordance with the department's development plan.
- (b) Order books and other materials within budget provisions of Drama department and keep account of department expenditure.
- (c) To plan for the effective use of ICT in the department for administrative and teaching purposes.
- (d) Check on stock and resources annually and take steps to ensure against unreasonable loss, wear and tear.

4. **Pupils**

- (a) Encourage interest in the subject and participation in workshops/theatre events or other appropriate extra-curricular activities.
- (b) Encourage high standards of work and draw attention to achievement through classroom displays, exhibitions for open days, public performances, etc.
- (c) Assist with the admission and induction of pupils of any age into the school.
- (d) Ensure all department members keep regular records of pupil progress and fulfil the requirements of the school's arrangements for reporting to parents.
- (e) Attend Parents' Evenings, Open Days and show support for pupils by attending on occasion school plays, concerts, etc.

5. **General**

- (a) Invite practitioners and lecturers into school where necessary to ensure breadth of learning.

- (b) Have a working knowledge of Child Protection issues in the workplace.
- (c) Work closely with Form Tutors and Heads of Section.

Person Specification – Head of Drama and Theatre

It is essential that in your written application you give evidence of examples of proven experience in each of the criteria listed in the Person Specification.

The person appointed will have demonstrated competence in the following areas:

Experience / Knowledge

- ◆ Experienced Drama teacher with a Drama degree and a specialist teaching qualification.
- ◆ Must have successful teaching experience in a secondary school.
- ◆ Sound understanding of secondary curriculum and experience teaching GCSE and A level Drama and Theatre (all units) with proven results
- ◆ Knowledge of successful strategies to help develop an already thriving Drama department
- ◆ Ideally will have directed after-school enrichment activities and be prepared to challenge talented and able students
- ◆ Experience of organising trips and workshops
- ◆ Experience of managing a team

Skills and Abilities

- ◆ Ability to work effectively as part of a team both internally and externally
- ◆ An effective and open communicator with children, adults, colleagues and professionals
- ◆ Ability to meet deadlines and show good attention to detail
- ◆ Be able to oversee the assessment and track pupil progress
- ◆ Demonstrate a commitment to continuing personal development
- ◆ ICT literate
- ◆ Ability to ensure differentiation embedded in practice
- ◆ Ability to motivate and inspire students to learn and achieve their potential, giving them an opportunity to develop a love for the subject
- ◆ Ability to promote the school and the Drama Department within the wider community



Attributes

- ◆ Initiative and self-motivation
- ◆ Proactive and flexible working approach
- ◆ Strong organisational skills

Applications

Applications are to be made via TES.com using the quick apply application form. Please note that once you submit an application via TES the system will automatically retain your details for a period of six months.

If you are unable to apply via TES, please submit a completed application form, and accompanying CV to rwhite@channing.co.uk. The application form may be downloaded from the website <http://www.channing.co.uk/Work-for-Us>

A CV will not be accepted in place of the completed application form. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed.

Deadline for applications: Monday 26 February 2018

Interviews: Tuesday 6 March 2018

Channing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff which adheres to the recommendations of the Department for Education (DfE) in "Safeguarding Children and Safer Recruitment in Education" and the school's Child Protection Policy. A copy of this procedure is available on request.

Subject to statutory provisions, no applicant will be treated less favourably than another on the grounds of a protected characteristic. Ability to perform the job will be the primary consideration.