



ROYAL
WOOTTON
BASSETT
ACADEMY TRUST

Application Pack

Lawn Manor Academy Head of Expressive Arts Required September 2018

MPR/UPR & TLR 1A £7776

Deadline: noon 18 May 2018

Interviews: 23 May 2018

Lawn Manor
T 01793 487286
E admin@lawnmanor.org
W www.lawnmanor.org



Royal Wootton Bassett
T 01793 841900
E admin@rwba.org.uk
W www.rwbta.org.uk





Dear Applicant

Thank you for your interest in working for Lawn Manor Academy. These guidance notes will assist you in completing your application form, which is the first step in our recruitment process.

Lawn Manor has recently become the first secondary school to join the newly formed Royal Wootton Bassett Academy Trust (RWBAT). RWBAT CEO, George Croxford, has built the MAT around the one word of 'Excellence.' Together the Schools will strengthen each other, share good practice and build capacity. Within the MAT we strive to maximise the potential of each person within our community and are absolutely committed to continuous improvement. We value developing the whole person equally to the achievement of academic success.

The successful applicant should be an excellent classroom practitioner and bring passion and enthusiasm to the role along with the ability to teach proactive and focused lessons for all age groups. The successful candidate will have a music, dance, art or drama specialism and recent experience of teaching GCSE as well as experience in the planning and co-ordinating shows and performances. In return we can offer the full benefits of our excellent support and CPD programmes both internally and through Royal Wootton Bassett Academy Trust.

If you believe you have the experience, vision and drive to take our Expressive Arts Department forward then we would like to hear from you.

Job Description

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. The criteria listed within the job description detail how each of these areas will be assessed. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

References

We will require two satisfactory references before a job offer is confirmed; one of which must be your current Headteacher in your present or most recent employment. Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

There is a lot of information about the academy available on our website www.lawnmanor.org

We hope you will feel inspired to apply for the post of Head of Expressive Arts at Lawn Manor Academy.

Yours sincerely
Sandra Muir
Headteacher



Position: Head of Expressive Arts
Responsible to: SLT Lead

When awarding TLR I level responsibilities, the Trust Board of Lawn Manor will need to be satisfied that the post includes management responsibility in line with TP&C.

Core Purpose:To provide high quality teaching for learning which meets the individual needs of all pupils.

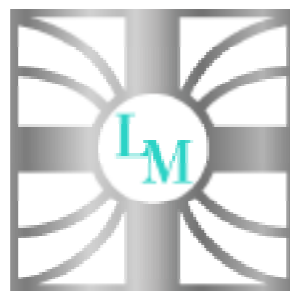
TLR Responsibilities

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To play a key role in community engagement and as a Senior Middle Leader ensuring regular experi-ences for students which gives them the opportunity to achieve their individual potential
- To lead the raising standards of student attainment within the Expressive Arts faculty and the wider school
- Provide strategic leadership and management of the department to ensure continuous improvement and development.
- Lead and manage the department on a day-to-day basis.
- Take a leading role in the delivery of the curriculum and be an exemplar of best practice in the depart-ment.
- Lead and manage the work of the Middle Leaders and other teachers within the department.
- Represent the department at Learning Leadership Team meetings.
- To work with the Leadership Team and other outside agencies to further develop the practice of the department.
- Monitor, evaluate and review the work of the department in line with school policies to ensure continuous improvement of standards.
- To administer the performance management review of each member of the department in line with the school's Performance Management Policy.
- Undertake the management of staff within the Department, including induction, interviews, training, development and career management and day-to-day management matters, such as leave of absence, sick leave, etc. and referring where required to the HR Manager or Headteacher.
- To liaise with the school's HR Manager with any staffing issues.
- To liaise with the school's Finance Team in order to ensure the effective management of all department finances.
- To implement, monitor and review the department self-evaluation and contribute to the whole school evaluation (SEF).
- Ensure consistent formative assessment/marking of all student work and to carry out standardisation and moderation of student's work.
- Use student data to set and monitor targets in order to ensure progression.
- Report regularly to your Line Manager on all aspects of the work of the department.
- Lead school visits, which are arranged for the department as required liaising with the Finance Team.
- To effectively implement the schools safeguarding procedures as they relate to teaching and learning within the department, including the identification of training as required.
- To effectively deploy additional adults, including Teaching Assistants, in order to maximise student achievement and attainment.
- To actively manage resources required for the work of the department in line with current Health and Safety and best value guidelines.
- To model Health & Safety with the faculty and report incidents.
- To take a lead role on Data Protection in the faculty and to report breaches to the Data Protection Of-ficer.
- Ensure that opportunities to include moral, ethical and spiritual aspects of the subject are promoted.
- Taking a leading role in promoting aspects of Personal Development related to Expressive Arts, updat-ing professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the curriculum area of Expressive Arts.
- Promote Expressive Arts learning through out-of-hours activities.
- Contribute towards ensuring a high quality learning environment within the Expressive Arts area by managing and improving:
 - *the fabric of the classrooms
 - *displays and exhibitions of students' work, including references to Expressive Arts grades on display work
- To work with the school timetabler in developing the department timetable.

Line Management
Subject Leaders/Coordinators
Teachers
Additional adults

This organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.
Staff must work in accordance with the South West Child Protection procedures and Child Protec-tion/safeguarding Policy and understand their role within that Policy.





Person Specification

Criteria which will be measured at application and interview

ESSENTIAL

- Degree Status 2:2 & Qualified Teacher Status QTS
- Excellent track record of high attainment and progress
- Excellent classroom behaviour management
- Lesson quality good or outstanding against OFSTED framework
- Experience of working as part of a team to develop Schemes of Work in line with New Curriculum and appropriate GCSE Examination boards to ensure students reach a high standard of attainment
- The ability to inspire and motivate a team
- Support for student sub-groups including those with SEN, EAL
- Effective communication skills both oral and written at all levels including stakeholders and the wider community
- Passion for the arts and experience of planning and coordinating whole school performances or concerts
- Experience of assessing and tracking student progress at KS3 and KS4 and applying the appropriate strategies to sustain and improve pupil attainment.
- Examination administration experience
- Ability to enthuse and motivate a team

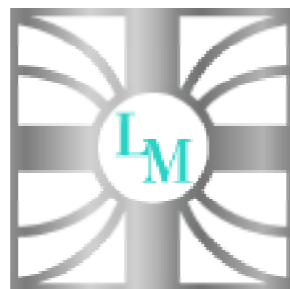
DESIRABLE

- Experience of designing a innovative curriculum
- Recent and relevant professional development
- Experience of collating teacher assessments and interim data collections
- Experience of cross-curricular projects and events
- Experience of working with outside agencies, parents, local Secondary and Primary schools and local community

Personal Qualities

- Team Player
- Inter-personal skills
- Excellent ICT skills
- Commitment to whole staff, faculty and other meetings
- Ability to promote high standards in teaching and learning
- Reflective practitioner
- Willingness to learn
- Commitment to inclusive education
- Stamina, drive, energy, enthusiasm and determination to succeed
- Commitment to excellence and high expectations
- Commitment to supporting extra-curricular learning
- Commitment to student safety and safeguarding
- Sense of humour





How to apply

Candidates must return a completed application form and can attach a supporting letter (no more than 1 side of A4).

Closing date for applications: noon 18 May 2018

Please be advised that any applications received after this date/time will not be accepted, candidates are responsible for ensuring their application is received. Due to the high number of applications it is not always possible to confirm receipt of applications.

Interviews will be held: 23 May 2018

Completed application forms should then be returned marked confidential to the following address:

**Esther Newman
Lawn Manor Academy
Salcombe Grove
Swindon
SN3 1ER**

or sent via email to: recruitment@lawnmanor.org

Applicants are welcome to visit the academy during the application period by appointment only. Please call or email to book, 01793 427742

Candidates who are successfully selected for interview will be informed after shortlisting has taken place.

Candidates should apply using the correct application form (see last page for link). CVs will not be accepted.

Lawn Manor Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Please note any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences. References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.

Useful information

Application Form: [Click Here](#)

Lawn Manor Academy website: [Click here](#)

Royal Wootton Bassett Academy Trust website: [Click here](#)

