

## **Head of Senior Drama and Teacher of Senior English Part-time (50-55%)**

**What you need to know as you apply**

### **Introduction to Heritage School**

Please spend time familiarising yourself with the goals and values of Heritage School. We think this is an exciting school to be a part of and hope you will feel the same. If you enjoy children and are seeking a satisfying teaching experience, then you will find working here rewarding.

Please read through the 'About Heritage' pages of our website carefully, paying particular attention to 'Our History', 'Our Vision', 'Our Priorities', and 'Our Ethos'. We are looking for candidates who have a strong sympathy with what Heritage School is trying to achieve for its pupils.

### **Person Specification: what we are looking for**

- Someone who is a practising Christian
- A good academic history, including an undergraduate degree and a relevant teaching qualification
- A successful teaching record in English and Drama at the senior level, supported by strong references; knowledge of the CIE IGCSE syllabus for Drama would be an advantage
- Sympathy with our vision for education (see our website and/or read *For the Children's Sake* or works by Charlotte Mason)
- Someone who is flexible and able to adapt to this unique school environment
- Someone who enjoys learning himself/herself and is able to inspire enjoyment of Drama as well as English language and literature
- Someone who enjoys children and relates to them in a natural manner
- An ability to create a warm and purposeful atmosphere in lessons
- An authoritative classroom presence
- Effective classroom management skills
- Good relational skills with other staff
- Someone who relates well to parents

- Good oral and written communication skills
- Good organisational skills, i.e. able to keep neat records and resources neatly organised

**Job Description: what we expect from a Head of Senior Drama and Teacher of Senior English**

- Part-time role: approximately 52%
- Salary: pro rata between £23,500 and £38,500 depending upon experience
- Teaching two lessons of Drama per week, one to Year 7 and one to Year 8
- Delivering the Drama IGCSE course to pupils in Years 9-11; this is taught as an afterschool course for up to 2 hours per week
- Teaching 12 lessons per week of English Literature and Language to pupils in Years 7 and Year 8; some Year 9 teaching is possible
- Planning and delivering a drama performance in our newly acquired hall (Panton Hall) each year for Year 7 and another for Year 8, as well as all performances associated with IGCSE Drama
- Generally, finding ways actively to promote Drama and English in association with the Head of English Department
- Actively promoting personal reading, in association with the librarian and the Head of English, including the maintenance and regular checking of reading logs
- Maintaining well organised schemes of work
- Maintaining high standards for pupil work with respect to spelling, punctuation and grammar in all English work
- Having an effective system for lesson planning
- Regular feedback to pupils through timely and thorough marking, highlighting points for praise and points for improvement, in keeping with our Marking Policy
- Keeping neat records of pupil attainment so pupil performance can be clearly tracked
- Updating behaviour logs where necessary
- Helping maintain an orderly and attractive classroom
- Helping regularly refresh displays in the classroom
- Participation in the routine pastoral care of our pupils

- Being a Tutor to some Senior School pupils
- Adherence to the Code of Conduct and our Child Protection Policy
- Raising any Safeguarding concerns, in accordance with our Child Protection Policy
- Writing Progress Reports as required, currently four times per year (October, February, April, June)
- Helping create internal exam materials, marking exams, and completing the relevant part of the Senior School Exam Reports two times per year (December, May)
- Attending two Senior School parent-teacher consultation evenings (November, March)
- Attending additional meetings with parents as required
- Attending staff meetings
- Undertaking all necessary online staff refresher training in a timely manner
- Attending two open mornings per year (October, May)
- Attending INSET days
- Undertaking a share of lunch, break-time and after-school duties, which are paid extra for part-time staff

### **About the Interview**

Please prepare any questions you may have that you may wish to discuss at interview.

Applicants who are invited to interview will be sent a reading from Charlotte Mason to prepare in advance for discussion.

Those who attend interview will be asked to teach a lesson on a topic to be agreed in advance.

We look forward to meeting you.