**Presdales School**



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**Candidate Information Pack**

**Head of Drama**

**(Full-time/Part-time, maternity cover, TLR 2b)**

**Presdales School – Head of Drama, TLR 2b (maternity cover)**



**Information for candidates**

Start date: December 2019

Full-time/Part-time, maternity cover

Thank you for your interest in joining our team of outstanding staff. Please find enclosed in this pack general information about the school and specific information about the post.

Presdales is a high achieving, all-girl, non-selective 11-18 school (boys are accepted into the sixth form). We aim to provide an outstanding education that enables all students, regardless of their background and starting point, to achieve and surpass their academic potential. We are committed to the development of independent minded young people who have active and creative minds. We expect our students to acquire a sense of understanding and compassion for one another and to have the courage to act on their beliefs. We will equip our students with the skills and attributes to empower them to lead happy and successful lives, enabling them to make a meaningful contribution to our global society. Our core values, for all our school community, are Ambition, Creativity, Equality, Integrity, Kindness and Resilience.

Presdales has been graded as ‘Outstanding’ by Ofsted in the last four inspections. Student achievement is high, with 93% of girls achieving a grade 4 or higher in both English and Maths and 92% achieving 5+ in both English and Maths. 72% of our students achieved the EBacc measure with a standard pass. We have an intensive extra-curricular programme which offers students a chance to develop their leadership and team building skills as well as numerous trips during the year. We recently launched our new House system and have six houses; Curie, Frank, Nightingale, Pankhurst, Parks and Windsor.

Over the past year we have been working with staff to ensure that all staff have an appropriate work/life balance. Initiatives include: Free Yoga after school on Friday, free flu jabs, continual programme of replacing staff laptops/chrome books, allowing personal deliveries to school, staff can leave at 2.30pm if they are not teaching or needed in a meeting, an extra occasional day off per year for all staff. We believe that staff work more effectively when they have a manageable workload.

We are seeking a confident and enthusiastic teacher of Drama who is able to inspire our students and who shares our vision for girls’ education. We are looking for the ability to offer Drama and Theatre studies at KS3, GCSE and A level, we offer OCR GCSE Drama and Edexcel A Level with set texts of Blood Brothers, Machinal and Woyzeck. The Drama department offers a specialised studio with new LED lighting rig and traditional spotlights, there is projection and sound system installed for lesson and performance delivery. KS3 are timetabled to have one 50-minute lesson of Drama a week, increasing to three lessons at GCSE and six at A Level. The Drama department consists of one full and one part-time teacher and we also work in close proximity with Presdales Music department whom we collaborate with on the school musical in the summer term. Pupils show a love of learning and are hugely successful in their results. Summer 2019 the department were incredibly proud of the exam results with 88% of students receiving 9-4 at GCSE and 100% A-B at A Level. Presdales Drama department is a fantastic place to teach your specialism, this year we have our largest cohort studying A Level Drama and Theatre a reflection of the interest and success of the subject. We provide opportunities for pupils to showcase their classwork in Creative Arts evenings and house events, Presdales students participate in lessons fully and show real engagement and enthusiasm for Drama. The department prides itself on offering an excellent array of pupil experiences and a curriculum that builds on the skills required at exam level.

I do understand and appreciate the time and effort it can take to complete an application for a job such as this; thank you for considering Presdales School.

Matt Warren

Headteacher

**Presdales School**



**Head of Drama**

**Start date: December 2019**

**Full-time/Part-time, maternity cover**

**TLR 2b**

**We are looking to appoint an energetic and inspiring Head of Drama**

Presdales is an outstanding all-girls 11-18 school, with boys in the sixth form. We are a school which values all students, irrespective of their age and ability and helps them to exceed expectations through high quality teaching and learning and the opportunity to take part in a wide variety of activities which will enrich their educational and personal development beyond the classroom.

We provide a caring environment where all students are supported, as well as challenged, to ensure that there is no limit to their potential. We prepare our students for a world that is constantly changing by encouraging them to be independent learners who are determined, confident and who never give up. Alongside academic excellence there is a strong focus on enjoyment, excellent behaviour and respect for all.

**The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.**

Closing date for applications: 9.00 am Monday 16th September 2019

**(we reserve the right to close applications before this date, so early applications are advisable)**

We expect to interview:tba

Please submit:

1. A letter of application outlining how you meet the person specification
2. A completed application form (available on the school website)

You can post your application to the school, or send by email to [recruitment](mailto:recruitment)@presdales.herts.sch.uk

Please note that CVs will not be accepted

*Prospective applicants are welcome to visit the school prior to the application process. Please contact the Head’s PA at the above email address if you wish to arrange a visit*

**Person Specification – Head of Drama**



We are looking for a candidate who is able to demonstrate the following essential or *desirable* requirements

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| **Qualifications** |
| * A good honours degree |
| * Qualified teacher (QTS) |
| * A commitment to on-going professional development with evidence of further study or professional training |
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| **Knowledge and Experience** |
| * Successful teaching of KS3/GCSE/A Level |
| * Evidence of adding value to current students |
| * Knowledge of current educational developments in subject and implications |
| * Good understanding of how students learn and how to raise standards of achievement |
| * Evidence of active involvement in own professional development |
| * *Experience of using data systems such as SISRA/4Matrix* |
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| **Skills and Abilities** |
| * Able to communicate well, both in writing and orally |
| * Excellent organisational skills |
| * Good ICT skills and be able to use them in own teaching |
| * Able to manage time effectively and work to deadlines |
| * An excellent classroom practitioner |
|  |
| **Personal Qualities** |
| * Committed to safeguarding and promoting the welfare of young people |
| * Excellent record of attendance and punctuality |
| * Ability to work well within a team |
| * Ability to work under pressure and meet deadlines |
| * The ability to motivate others |
| * Positive attitude |
| * Self-motivated and hardworking |
| * Creative |
| * Sense of humour |

**Job Description – Head of Drama**



**Vision and Purpose**

* To lead and manage the Drama department, maintaining and striving to continually improve standards
* To provide a learning environment that enables all students to make progress regardless of their starting points
* To share the responsibility of all staff to ensure that our students are challenged, encouraged, nurtured and developed as all-round young people

**Main Responsibilities**

* Teach across the full range of age and abilities
* Committed to safeguarding and promoting the welfare of young people
* Lead by example with high quality teaching
* Monitor and evaluate the progress of students in the department in line with school policies, and lead on actions to address underachievement
* Support and develop staff within your team
* Actively engage in the performance management process to develop staff and monitor standards
* Ensure that there is a high quality curriculum for the department that is fit for purpose, up to date, engaging and can be accessed by all students
* Ensure that the department evaluation and improvement plans are completed and are implemented effectively
* Communicate effectively both orally and in writing with students, staff, parents and governors
* Have a commitment to your own continued professional development
* Lead department meetings
* Ensure that the department budget is utilised effectively and within budget
* Attend middle leaders’ meetings and contribute with others to the realisation of the school improvement plan and provide input for the school evaluation document
* Organise resources within the department effectively
* Be a form tutor as required
* Ensure that all students have equality of opportunity
* Promote the school’s ethos and culture within the department and wider community
* To comply with the school’s Health and Safety policy

*Whilst this job description is current, and every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified. Employees will be expected to comply, following consultation, with any reasonable request from the Headteacher to carry out tasks and duties that are of a similar level, but not specified in the job description*.