

City of  
London  
School

Information Pack for the position of

**Teacher of Drama**  
**(one year, full time)**







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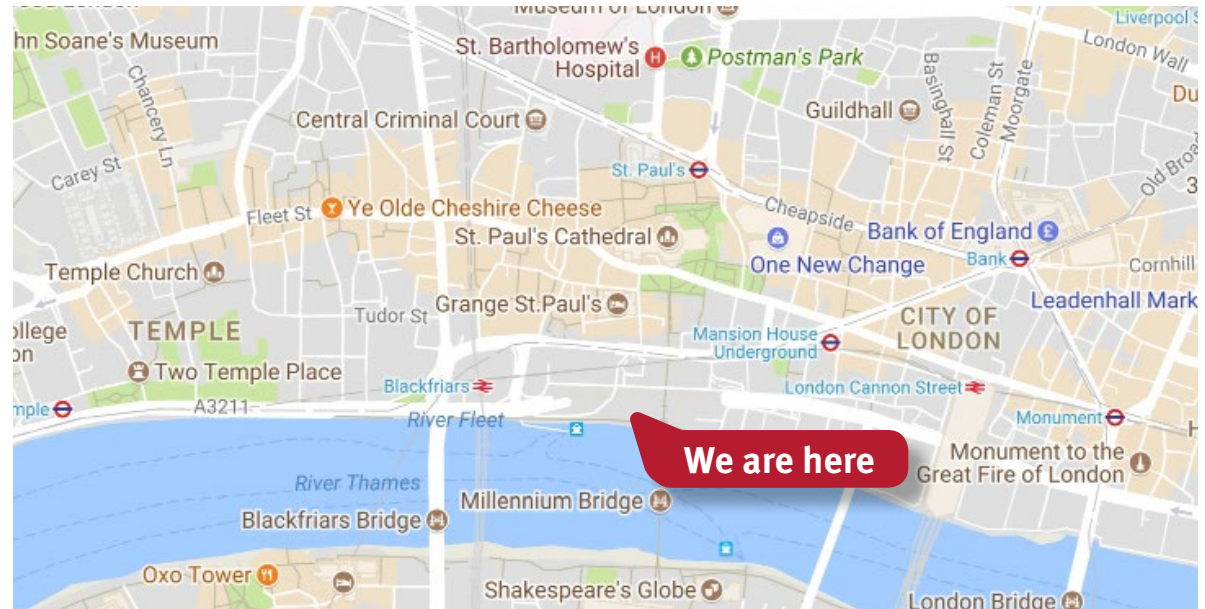
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# City of London School

We understand that for boys to thrive they must be happy. It is why we cherish individuality, shun stereotypes, and encourage every pupil to be the very best version of themselves. With a vibrant, multicultural city on our doorstep, we draw strength from difference, recognising that diverse perspectives can help answer big questions.

As a result, every member of our community is keenly aware of their responsibility and capacity to make a difference. We ensure our pupils are ready for the rapidly changing demands of the coming decades. This shows in our commitment to academic excellence and in our restless curiosity and desire to improve in everything we do.

We aim always to provide an education in the broadest sense, combining academic excellence with exceptional pastoral care, framed by an outward-looking and forward-thinking approach. We also strive to make that education available to as many talented boys as possible, through transformational bursaries for those who may not otherwise be able to afford the fees.





# Our Vision

At City of London School we intend to be...



## Kind.

*A considerate community of people who care for others as much as themselves.*



## Aware.

*A diverse community that understands our world.*



## Ready.

*A forward-looking community prepared for the 21st century.*



Kind.  
Aware.  
Ready.

For more information, please see the School's **Strategic Vision 2019-2024**



# Teaching and Learning

Our aim is that all pupils should fulfil their potential and leave with a love of learning. Our staff are highly qualified specialists in their subjects and their own academic aspirations encourage pupils to develop their creative, intellectual and physical skills.

The teaching environment provides both challenge and enjoyment. It is designed to support individual talent and ambition and help our pupils to develop their understanding of the world.

We teach our pupils the value of constructive questioning and analysis, and give them the tools with which to interrogate the world and to form their own ideas and opinions, as well as appreciating and respecting those of others.

Good teaching and learning develops creative thought, critical thinking and problem solving, research skills, intellectual curiosity and an ability to challenge preconceptions and to think outside the box.





# Facilities



A modern, purpose-built School in an iconic location allows us to provide an attractive and dynamic learning environment for pupils and staff alike. A quiet, yet amazingly spacious building, its walls and exhibition spaces have works of art in profusion and variety – most of which are produced by pupils. Outside, to the south, flows the River Thames whilst to the north, the dome of St Paul's Cathedral is rarely out of view: it is an altogether inspiring environment in which to study and grow up. The courtyard and upper playground are particular assets, providing light, fresh air and space.

Almost all our teaching staff have their own teaching room and each of our departments has a staff common room and a full range of specialist audio-visual equipment, which is supported by full-time technicians. Inside the building you will also find a large

Learning Centre and library (renovated and modernised in 2016 as a result of generous support from a benefactor, and benefiting from a backdrop that takes in the Millennium Bridge and the Shard), a bookshop, a 200-seat theatre, a separate drama studio, numerous music practice rooms, a sports hall and a swimming pool.

Pupils also benefit from over 20 acres of sports pitches, tennis courts and running tracks at our Grove Park site in South East London. Most pupils spend one afternoon there each week.

The School has developed a Masterplan for improvements to our buildings and facilities over the next decade. This will improve provision for on-site sport and provide additional teaching and multi-purpose spaces.

# The Drama Department

The School wishes to appoint an enthusiastic teacher of drama to work alongside a committed and forward-looking team.

At CLS the boundaries of Drama are wide. Learning through Drama brings a sense of satisfaction and pleasure to those taking part. Performance brings a need for creativity, self-discipline, and collective responsibility. It also develops quick thinking, adaptability, and provides areas of achievement, self-esteem, and aspiration. We want to stimulate, develop and maintain lasting pupil curiosity, interest and enjoyment in Drama and Theatre Arts.

Examination results are strong. A small number of pupils study the subject in the Sixth Form, following the AQA Drama and Theatre specification. At GCSE, we currently teach the CIE IGCSE 9-1 Specification. In 2019, 88% of GCSE students achieved grade 7-9, whilst at A Level, 100% of pupils achieved A\*-A grades.

For the younger pupils (years 6 to 9) the department delivers a varied and stimulating course with the emphasis on developing performance and communication skills.

The department's co-curricular offerings are extremely popular. Approximately eighty pupils across all year groups undertake a Lamda examination. Equally, numerous pupils audition for one of the three productions (Upper School Production, Lower School Production and Student Production). There is a student Tech Team led by a Sixth Form stage manager who calls all the shows. Our productions accommodate pupils from CLSG and our pupils go there to partake in their shows. The department runs a varied and interesting theatre trip programme, primarily aimed at GCSE and A Level students.

There are two full-time teachers and one part-time teacher, all of whom teach throughout the School (years 6 to 13). The Department also has a full-time theatre technician. Drama lessons are taught in the Coulson Studio and the Winterflood Theatre, close to which the Departmental Office is also found.

# Job Description

Job Title	<b>Teacher of Drama (maternity cover - one year)</b>
Start date	September 2020
Salary	<b>£34,460 - £60,250 p.a</b> <i>(City of London School pay scale 2019/20)</i>

## Specific duties for all teachers

### Teaching

- » Planning and preparing of courses and lessons.
- » Assessing, marking, recording and reporting on the development, progress and attainment of pupils.
- » Promoting the general progress, and well-being of individual pupils and groups of pupils.
- » Communicating and consulting with the parents of pupils, both formally at parents' meetings and informally.
- » Exercising proper care of teaching materials, equipment and rooms.
- » Following the agreed policies in the Departmental Handbook with regard to such matters as programmes of study, teaching methods, differentiation, S.E.N.D. and homework.

### Assessments and Reports

- » Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

### Appraisal

- » Participating in the School's appraisal arrangements as appraiser and/or appraisee.

### Further Training and Professional Development

- » Reviewing teaching methods and programmes of work, and participating in arrangements for further training and professional development.
- » Attending two INSETs per year.



## Educational Methods

- » Advising and co-operating in the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment.

## Discipline, Health and Safety

- » Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere, e.g. risk assessments.

## Meetings

- » Participating, as required, in meetings which relate to the curriculum, administration or organisation of the School, including pastoral arrangements.
- » Attendance at Staff Day meetings is obligatory.

## Cover

- » Supervising and, when appropriate, teaching any pupils whose teacher is not available to teach them. This is arranged using the cover system.

## Public Examinations

- » Ensuring familiarity with the current public examination requirements in their subject; participating in arrangements for preparing pupils for public examinations and in

assessing pupils for the purposes of such examinations; recording and reporting such assessments and participating in arrangements for pupils' supervision during such examinations.

## Form Tutoring and Co-Curricular Activity

- » Become involved in the form tutoring, pastoral and house systems as and when required.
- » Participating in the various co-curricular activities offered, appropriate to his/her interests and skills. NQTs are usually allocated to a form as Assistant Tutor in their first year at CLS.

## Duties

- » Carrying out weekly duties as directed by the Senior Deputy Head.
- » Carrying out non-tutor duties for those staff who are not tutors.

It is hoped that the successful candidate will take full or shared responsibility for the Lower School Production in the Summer Term. This will involve some after-school and weekend commitments.

In addition to those listed, the post holder will also be expected to undertake all professional duties as outlined in the Contract of Employment.

# Person Specification for all teachers

## Qualifications

- » Well qualified Graduate in the appropriate subject discipline.
- » DfE recognised QTS is desirable.
- » NQTs are welcome.
- » **Method of Assessment:** Production of certificates, references and interview.

## Experience

- » No full-time teaching experience required and an enthusiastic and well-qualified person starting out on his/her career would be considered, as would a candidate with several years of experience.
- » **Method of Assessment:** Contents of Application Form, Interview and Professional references.

## Knowledge

- » Knowledge of the subject (as shown by qualifications and interview).
- » Proven track record of teaching the subject successfully.
- » **Method of Assessment:** Contents of Application Form, Interview and Professional references.





## Skills

- » Good oral and written communication skills.
- » Effective classroom management and organisation to ensure a positive and safe learning environment.
- » Engaging classroom presence with excellent subject knowledge and a passion for encouraging wider debate and research, with the ability to encourage active and independent learning.
- » Effective planning, assessment and record keeping.
- » An appreciation of pupils' differing needs and an ability to employ flexible teaching strategies, as appropriate.
- » The ability to work as part of a team and to develop and maintain positive relationships with teaching and support staff.
- » The ability to develop and maintain positive relationships with parents and outside agencies.
- » The ability to incorporate relevant EdTech into teaching and learning.
- » The ability to accept and respond positively to constructive criticism.
- » **Method of Assessment:** Contents of Application Form, Interview and Professional references.

## Commitment

- » A desire to develop his/her professional knowledge, skills and experience in order to maximise pupils' achievement.
- » A willingness to contribute to the overall life and well-being of the School.
- » Involvement in Pastoral system or other School extra-curricular activities.
- » **Method of Assessment:** Contents of Application Form, Interview and Professional references.
- » The City of London School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.



## Other Duties for all teachers

- The post-holder is responsible for safeguarding and promoting the welfare of children and young persons for whom they are responsible or with whom they come into contact. They must adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out their duties, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report these concerns to the Designated Safeguarding Lead.
- The post-holder is responsible for actively seeking to implement the City of London Corporation's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- The post-holder is responsible for actively seeking to implement the City of London Corporation's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.



# How to Apply

An application form is available from the School website which should then be emailed to the HR Department at [HR@cityoflondonschool.org.uk](mailto:HR@cityoflondonschool.org.uk).

All candidates must include a letter of application addressed to the Head. Your letter should be no more than two sides and should clearly outline your suitability for the role with reference to the Job Description and Person Specification. You should also explain clearly why you want to work at City of London School. **Do not include a CV.**

Closing Date: **Noon Tuesday 19 November 2019**

Interviews will be held on **Friday 29 November**

*We reserve the right to appoint before this deadline and encourage early submissions.*

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City of London School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Further information about the School and a copy of the 2011 and 2017 ISI Inspection report are available on the website. [www.cityoflondonschool.org.uk](http://www.cityoflondonschool.org.uk)



