



NOTTINGHAM
HIGH SCHOOL

CANDIDATE INFORMATION PACK

HEAD OF DRAMA

To start January/April/September 2024



COME AND JOIN US!

Nottingham High School has a vacancy for a full time **Head of Drama** to join the School on either January/April/September 2024.

Completed application forms should be sent electronically to jobs@nottinghamhigh.co.uk no later than **2pm on Thursday 12 October 2023**. As we are committed to securing the right person, early applications may result in early interviews & the early closing of the vacancy.





THE SCHOOL

We are a School with a rich history dating back to 1513, we pride ourselves on developing happy, confident and driven students with a love of learning.

Nottingham High School is not your average School, we have a very strong academic reputation and achieved the best examination results in the region last summer. We won the Independent Schools of the Year award in 2022, were named the East Midlands Independent Secondary School of the Decade by The Sunday Times Good Schools Guide 2021 and ranked first for academic results in the East Midlands by The Sunday Times Independent Schools Guide 2022.

The High School is an independent day school (HMC) for Boys and Girls aged 4 to 18. Our Junior School, Senior School and Sixth Form are based on-site at Waverley Mount and our Infant School is based across the road at Lovell House.

Development of teaching and learning is a key emphasis of the School, seeking to develop our pedagogy to deliver lessons that are challenging and inspiring. We are looking for dynamic, forward-thinking subject teachers who engage with learning and teaching initiatives, share best practice and who are willing to adapt to new technologies as appropriate. Our remote learning programme has been crucial to our success and one of the strongest around, we look to develop this in the coming years.

Our teachers are at the forefront of the School's success, we work hard to make Nottingham High School a place that people love to work. Our teachers and support staff work closely to achieve the aims and objectives of the School. The Nottingham High community is at the heart of our culture.

Students come from a wide range of backgrounds and the School is committed to maintaining a representative entry, supporting this with generous bursary and scholarship funds. Together, these mean that about a fifth of students receives some form of financial assistance. Entry is by competitive assessment in the Spring Term.

As well as our academic success we put a strong focus on our extra-curricular programme, with over 40 clubs and groups we offer students the opportunity to try a whole range of activities including beast club, board games, music and sport to name a few.

VIRTUAL TOUR

Take a look inside our Schools!

[Infant School tour](#)

[Junior School tour](#)

[Senior School & Sixth Form tour](#)





THE DRAMA DEPARTMENT

The Drama Department has thrived since being introduced onto the School curriculum in September 2011. Each year the Drama Department offers an all-encompassing curricular and co-curriculum programme that demonstrates the School's commitment to Drama as a crucial form of creative expression.

The Department currently consists of two full-time specialist teachers, a part-time peripatetic LAMDA teacher and enjoys the assistance of a full-time Theatre Technician who not only supports the co-curricular projects, but also plays an active role in GCSE and A Level lessons.

At present Drama is taught in forms in Year 7 and Year 8 every week, each lesson lasting one hour. In Year 9 the students choose the subject as part of the option programme and students are taught 3 periods per two-week timetable. All lessons in these years include both practical and written work to eventually prepare for GCSE and A-Level work. The academic record of the Department is excellent; the academic year 2022-2023 saw the GCSE cohort attain 75% 9-7 and A Level Drama and Theatre students attain 100% A*/A.

Currently our co-curricular Drama programme consists of a Main School Production during the Autumn Term (Years 10-13), a Studio Production during the Spring Term (Years 9 and 10) and a Lower School Production (Years 7-10) during the Summer Term. Each production alternates from a play to a musical; the latter in conjunction with the Music Department.

In support of our highly acclaimed performances, the Theatre Technician offers Year 9-13 the opportunity to apply to be involved in the Production Team. Within the Production Team students gain the necessary skills to provide the technical support for the productions, resulting in becoming competent lighting designers, sound designers, set designers and efficient stage managers.

The consistently very high standard that demonstrates the learning and skills of both the performers and the Production Team has seen remarkable success, being well received by the School and local communities. Recent Autumn Term productions have included *The Addams Family* (2019), *Little Shop of Horrors* (2021), *One Man Two Guvnors* (2022) and *Chicago* (2023).

To support the growth of the Department and further improve the High School's curricular and co-curricular Drama provision, work has been completed to transform the Founder Hall into a welcoming and modern performing arts centre. Within the Founder Hall there is a 240-seat proscenium arch theatre, two dressing rooms, a staff office and a fully equipped, Drama Studio. The latter space has curtains, a lighting rig, sound system and a cushioned floor to ensure the space can be used as a performance area for smaller-scale projects. There is a further teaching space, which is also used as a foyer and bar area during performance evenings.



THE ROLE

The Head appoints all Teachers. The following lists the general responsibilities of all teachers, although there will be differences between individual teachers' responsibilities.

- Teaching the subject at Key Stage 3-5.
- Planning and preparing relevant material and activities to teach the classes allocated, according to the policies of the department(s) to which the teacher is accountable.
- Setting and marking students' work regularly and appropriately for the subject(s) taught in line with School and Departmental policy: recording marks, monitoring progress and writing reports as required.
- Participating in the arrangements for preparing and assessing students' work for public examinations.
- Co-operating with colleagues in operating mark schemes, researching materials, participating in training and developing new courses.
- Participating in the Staff Appraisal Scheme and cooperating with the appraiser. Ensuring subject knowledge and teaching skills are kept up-to-date.
- Being available at all reasonable times during the school day and during school holidays when necessary at pre-arranged times.
- Covering for absent colleagues.
- Sharing in the pastoral responsibility for all students in the School and especially for those in the teacher's tutor, house or teaching group, liaising where appropriate with Tutors, Heads of Year and senior staff.
- Maintaining good order and discipline among students, safeguarding their welfare, health and safety at all times when they are the responsibility of the School. Being familiar with the School and Departmental policies on child protection, discipline and health and safety.
- Sharing in supervisory duties and general duties; upholding good standards of behaviour, dress and punctuality among students.
- Ensuring, where appropriate, that work is well displayed in teaching rooms and a high standard of tidiness is maintained.
- Attending Departmental Meetings and general Staff Meetings, and participating in smaller working groups as appropriate.
- Attending Assemblies and, as often as is reasonable, other School and Departmental activities, events and trips, playing an active part in wider aspects of School life. Attending Parents' Evenings, Prize givings and Open Days

This list is not exhaustive and is subject to change. All staff are expected to fulfill any reasonable request made by the Head or their Head of Department.



HEAD OF DEPARTMENT

The Head appoints all Heads of Department. The following lists the general responsibilities of all HoDs, although there will be differences between individual department-related responsibilities.

- Curriculum: The strategic direction and development of the subject within the context of the School's aim and policies which guides subject policies, plans, targets and practices.
- Staff: Leading and managing staff to ensure all those with involvement in the teaching or support of the subject receive the leadership, support, challenge, information and professional development necessary to sustain staff motivation and secure improvement in teaching.
- Resources: Ensuring the efficient, effective and safe deployment of staff and resources, identifying appropriate additional resources for the subject and overseeing the asset register of the department.
- Students: Securing and sustaining effective teaching of the subject, evaluation of the quality of teaching and standards of students' achievements, setting targets for improvement.

This list is not exhaustive and is subject to change. All HoDs are expected to fulfill any reasonable request made by the Head .

Please see the separate link for the full job description for a Head of Department role.



THE PERSON

The role is an exciting opportunity to lead and elevate the Drama provision at Nottingham High School.

All department members are required to demonstrate an exceptional command of both practical and theoretical aspects of theatre practice. Our students consistently excel in both practical and written exams, achieving top grades. The ideal candidate will be responsible for teaching all aspects of the curriculum, including A-Level Drama and Theatre, as well as GCSE Drama, which are highly favoured by our students. Our curriculum follows with the AQA A-level specification, focusing on Live Theatre, Plays in Production, and Theatre Practice, and the Cambridge IGCSE specification.

The successful candidate will be an outstanding teacher and practitioner who is willing to work efficiently as part of a team.

The candidate will have a genuine passion for the subject and its teaching.

You will be joining a high achieving academic environment where you will enable your students to be the best they can at Drama.

You will embrace new innovation in Teaching and Learning, and be committed to your own personal and professional development. You will be confident in sharing your understanding with colleagues.

You will contribute to the wider co-curricular life of the School, through directing productions and possibly supporting Duke Of Edinburgh activities or a sports team or leading a musical ensemble, in line with your individual interests.

You will be able to deliver challenging and engaging lessons whether face to face or via Google Classroom or similar.

You will have strong interpersonal skills and be able to build relationships and collaborate with a wide range of people.

You will be committed to creating and sustaining a learning environment that values and celebrates the diversity of both staff and students.

You will be positive, forward-thinking and collaborative.

You will be able to reflect on the curriculum for your subject with regard to Diversity and Inclusion. For Drama in particular, but also across all other Departments, you will be able to engage in current debates and scholarships around it for KS3, and also be confident in contributing in a positive way on the matter with subject colleagues and in wider School life.

You will have leadership skills, attributes and well-evidenced professional competence, including the ability to lead, manage, motivate and mentor others to work both individually and also as a team towards a common goal.

You will be able to think as "whole school" and not just departmentally.

You will be confident in making decisions and solving problems autonomously and within School policy guidelines.

You will have excellent communication skills: the ability to make points clearly, listen accurately and understand the views of others.

You will have strong administrative and ICT skills, coupled with experience of managing a team



SAFEGUARDING

Child Protection

Nottingham High School is committed to doing all it can to ensure the safety and wellbeing of its students.

All adults who work at the School must recognise that there is an absolute duty to respond to any issues that are brought to their notice and as such, this post is subject to an enhanced DBS check. The post holder's responsibility for promoting and safeguarding the welfare of children for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy at all times. Any safeguarding concerns must be reported to the School's Designated Senior Lead.

Mandatory training in safeguarding children is given to new members of staff.

All posts in School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

As a part of our pre-employment checks, your past and current employers will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although a current employer may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.

BENEFITS OF SERVICE

Professional Development

The High School believes in, supports and resources an extensive system of continuing professional development and all teachers and non-teaching staff participate in it throughout their careers. The School has developed an Appraisal Scheme for all staff. Each member of staff has a Line Manager with whom they have Professional Review or appraisal meetings for their individual personal development. In this case, the Deputy Head (Academic) is the line manager.

Working Environment

This is an enjoyable and stimulating place to work. We offer a wide and varied range of staff benefits including free refreshments and school lunch during term time. Staff organise a series of social events during the year including an annual Christmas event. Many of the facilities of the School are open to staff and their families, including the gym and swimming pool.

Eligible employees who have children in the School currently benefit from some remission of fees in accordance with School policy, at the discretion of the Governors.

Living in Nottingham

Good quality housing in Nottinghamshire and the surrounding counties is affordable and as a result many of our staff have a good choice of areas to live in and experience a good quality of life. Most live within a twenty-minute commute of school. There are many attractive villages surrounding the city as well as good quality housing in the city. In the centre there has been considerable development of high-quality apartments.

The School is well served by public transport and is on the tram network. In addition, there is car parking available on site.



HOW TO APPLY

The Application

Candidates should complete the School's application form electronically and email this to jobs@nottinghamhigh.co.uk. Applications will only be considered from candidates completing the form in full. We will acknowledge receipt.

Before interview, we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

Equal Opportunities

Nottingham High School seeks to recruit individuals of the highest calibre. We welcome applications from all sections of the community.

The High School recognises its responsibility to treat equally each person who comes into contact with the School. All members of the School are equally valued so that they can develop a sense of self-esteem. No-one is discriminated against because of actual or imagined differences.

This policy applies to both staff and students, and it is the responsibility of all staff to promote practices which overcome prejudice in our society.

The School is committed to Diversity and Inclusion. Our statement on this can be [found here](#) on the School website.

Informal Queries

If you have any questions about this role prior to applying, please email: jobs@nottinghamhigh.co.uk and we will be pleased to assist you.



INVITATION TO INTERVIEW

Interviews

It is intended that interviews will be held on Tuesday, **17th October 2023**. Early applications may result in early interview and the early closing of the vacancy.

At interview all candidates must bring with them or be able to show certificates confirming any education and professional qualifications that are necessary and relevant to the post. Where originals or certified copies are not available, candidates must provide written confirmation from the relevant awarding body.

In addition, all candidates need to show their birth certificate & valid passport to confirm their identity. Originals of these documents are required, we cannot accept photocopies. If you are being interviewed online a member of the HR team will ask to see your documents on screen before your interview starts.

Background Checks

The School reserves the right to obtain formal or informal background information about an applicant to determine whether they are suitable to work at the School. This will include online searches on shortlisted candidates. The online searches the School carries out may include searches of internet search engines and websites using three means of identification related to the individual.

Online searches will only be carried out at the shortlisting stage. The School will not carry out online searches as part of its initial sift of applications. All applicants for a role at the School will be treated consistently with regard to online searches.

Online searches will be undertaken by a person who will play no other part in the recruitment process (including the shortlisting exercise) or the appointment decision. In carrying out online searches the School is looking for any publicly available information about an applicant that:

- may be relevant to their suitability to carry out the role for which they have applied;
- may be relevant to their suitability to work at the School or in an education setting;
- is of a safeguarding nature; and/or
- may have an impact on the School's reputation (whether positive or negative).

Pre-employment checks

Any offer of employment will be conditional upon:

- receipt of satisfactory references
- verification of identity and qualifications, including successful completion of statutory induction and QTS for teaching staff (applies to those who obtained QTS after 7 May 1999)
- evidence of the right to work in the UK
- a Barred List check and a check of the list of individuals prohibited from teaching
- a satisfactory Enhanced DBS disclosure (original certificate must be shown to HR) and a Staff Suitability Self-declaration
- where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance
- verification of medical fitness in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period