



**POCKLINGTON
SCHOOL**

Ages 3 to 18



Teacher of Drama
Information Pack
January 2021





School Information

Pocklington School was founded by John Dolman in 1514 as part of a guild whose aims encompassed support for the poor and sick of the parish as well as the foundation of a school “for the bringing up of youth in virtue and learning”.

The foundation was thus based on a commitment to the value of education and to the creation of opportunity for those who would take their place in a society which was finding itself increasingly in need of an expansion of education. Today there is in the school a similar commitment to quality of education and the upholding of high standards in all facets of life.

We value our Christian foundation: of course pupils and staff comprise individuals of different faiths and beliefs but there is a desire to aspire to Christian values.

The majority of students are day pupils but there are also boarding pupils across 4 houses accommodating senior and junior boys and girls. The Senior School and the Prep School work closely together with the facilities across the site available for all ages. The school is fortunate in having good playing fields and plenty of open space and gardens. There are excellent facilities, including a fine theatre, a Sixth Form Centre, a superb library, a new Art and Design Centre, a swimming pool, and other sports facilities.

Set in extensive grounds on the edge of Pocklington, 12 miles east of York, we offer a unique working environment based within a historic market town, but close to major cities and heritage coastlines.

Staff are supported through a range of benefits which are explained further below as well as approachable and supportive colleagues. You will be encouraged to undertake development opportunities, and will find a friendly and welcoming working environment. We offer a community feel, not just a workplace.



**POCKLINGTON
SCHOOL
FOUNDATION**

Employee Benefits

The following are on offer as part of your employment with the Foundation. For further information on anything detailed here, please speak to the Human Resources Team.

Foundation Benefits:

Pension scheme - We offer competitive employer contribution rates for all staff

Discounted school fees for permanent staff, with the option to spread payments over 12 months from your pay

Enhanced holiday entitlements

On-site gym and swimming pool

Free lunch in term time

Enhanced Maternity and Adoption Pay - see the policies on the Extranet under Foundation Policies, Personnel Policies

Enhanced sick pay arrangements - this is detailed within the Absence Management Policy, also to be found on the Extranet

Annualised Pay - allowing for easy home budgeting

Employee Assistance Programme - offering a health, wellbeing and counselling service for staff and their families

Winter carlights & tyres test - organised by the Transport Team each January

Free library services - including holiday book loans

External Providers:

Discounted membership at local gyms (see flyers on the school noticeboards)

Health Care - access to reduced rates

HMRC:

Cycle to Work scheme

This scheme is offered on a salary sacrifice basis, allowing staff benefit from reduced tax and NI payments.



STRATEGIC EDUCATION VISION 20-25



ETHOS AND VALUES

We offer incredible experiences inside and outside the classroom and believe in challenging and encouraging our students to seize opportunities that we go the extra mile to provide. These activities and our personalised approach to teaching and learning help to form the bedrock of our students' individual characters. We are a day and boarding Christian foundation that is academic and inclusive

and a family school whose togetherness, care for each other and pride in our community is evident in our outstanding pastoral provision. At the very heart of our ethos lie our "Values and Virtues"; they drive all that we do at Pocklington and mean our students leave with a strong sense of personal and social responsibility along with the ability to shape their own future.



Have the confidence to behave truthfully and honestly, treating others fairly and completing tasks to the best of my ability.

Be curious about the world around me, asking questions to develop my understanding and solve problems.

Persevere with things I find difficult, seeing mistakes as an essential part of the learning process.

Think flexibly, forming my own ideas, trying different approaches and applying what I have learned to new situations.

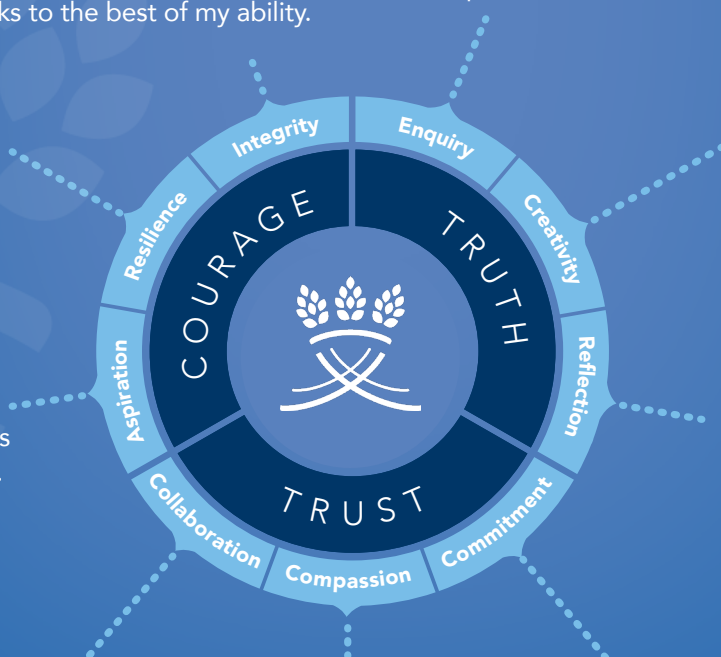
Work with motivation and increasing independence, setting myself high standards and taking pride in my work.

Consider information from a range of reliable sources to draw reasoned conclusions and reflect on what I have learned.

Work effectively with staff and pupils, and use their support to help me make progress.

Be kind and respectful of the skill, talents and viewpoints of others and celebrate their successes.

Play an active part in the school community, participating in a range of activities.



AIMS AND STRATEGIC OBJECTIVES



WE AIM TO:

- Embed our Pocklington Values and Virtues into all that we do
- Broaden our pupils' horizons and elevate their ambitions
- Work and engage with families in educating their children
- Embrace innovation and be conscious of tradition
- Ensure our Foundation's future as a provider of excellent education

OUR STRATEGIC OBJECTIVES ARE TO:

- Foster and deliver learning of the highest quality
- Retain and develop our first class teaching and support staff
- Optimise our pupil recruitment
- Nurture a culture of giving back and increase accessibility to the school
- Enhance our sustainability and efficiency
- Seek national prominence for innovative practice
- Extend and deepen our links with our local, national and international community
- Develop our boarding provision in line with the highest of standards
- Use new technologies to their full potential and grow a digitally capable community
- Maintain excellence in our
 - Pastoral care and provision for mental health and wellbeing
 - Programme of co-curricular activities



Pocklington School, West Green, Pocklington, York YO42 2NJ

The Pocklington School Foundation - registered charity no 529834

Job Information

Role Title: Teacher of Drama

Responsible To: Head of Drama

Staff Responsible For: N/A

Salary: To be discussed at interview, dependent on skills and experience

Copy of Job Advertisement:

**Part Time Temporary Teacher of Drama
Ideally required from February 2021**

An enthusiastic and well-qualified classroom practitioner, with a willingness to contribute to wider school life, is required to join this forward-thinking department to teach Drama from ages 9 to 14.

12 miles to the East of York we offer a unique working environment based within a friendly market town, but close to major cities and heritage coastlines. Our successful co-educational day and boarding school is thriving, and we wish to appoint a Teacher of Drama to cover maternity leave who will motivate and stretch all pupils, whilst allowing every child to achieve to the best of their ability.

A [new working week](#) will be implemented from September 2021 which includes the cessation of Saturday morning academic lessons. In addition to the substantial academic benefits, this evolution aims to improve co-curricular opportunities, sporting options, boarding provision and pastoral care via a 5-day academic week.

The post is equally suitable for someone with experience or new to the profession and the working days will be Wednesday, Thursday and Friday.

For an informal chat about the role please contact Mr Adam Lea, Head of Drama on 01759 321200 or mainoffice@pocklingtonschool.com

For further information and to apply via the TES website:
www.pocklingtonschool.com/about-us/job-vacancies

T: 01759 322666 E: recruitment@pocklingtonschool.com
Closing date: 9am 21st January 2021

Pocklington School Foundation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be required to undertake an enhanced disclosure via the DBS.

Job Description

TEACHER OF DRAMA

Reporting To:

Head of Department

The post would be suitable for an experienced teacher or newly qualified teacher with a willingness to drive innovation and develop curricular and co-curricular Drama.

Child Protection

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation's Child Protection Policy Statement at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.

December 2020

Key Tasks and Responsibilities of a Teacher

At Pocklington School Foundation our aim is to 'Inspire for Life' by encouraging pupils to be confident, responsible and considerate individuals. We seek to nurture talent and aspiration and to ensure that pupils achieve their potential through a broad and creative education. All teaching staff need to be sympathetic and supportive of the following 'Key Tasks and Responsibilities' in order to provide a community in which we can all take pride, where pupils can explore, make mistakes, learn and grow.

1. Professional Attributes and Expectations

- Establish a fair, respectful and supportive relationship with students ensuring they achieve their potential
- Communicate effectively with, and be courteous towards, students, parents and colleagues
- Evaluate teaching and whole school commitment through meeting the expectations of the annual Professional Review and Development scheme
- Uphold and support Pocklington Values and Virtues.
- Maintain professional standards in demeanour and dress
- Arrive to work in plenty of time before the beginning of the school day; begin and end all lessons promptly (from September 2021, there are no academic lessons on a Saturday)
- Meet all deadlines required e.g. Reporting and Assessment
- Attend parents' evenings, Commemoration Day, Prize Giving, Open Days and other events as required by the Headmaster
- Carry out vigilant supervision duties (Proportional to timetable commitment) as directed by the Deputy Head to ensure that pupil behaviour around the school is of the expected standard
- Assist in cover for absent colleagues (Proportional to timetable commitment)
- Conduct external and internal examination invigilation as directed by the Examinations Officer
- Uphold the School Rules
- All staff must be familiar with the required actions and responsibilities in terms of safeguarding children and should be prepared to question unauthorised adults on the school site



2. Classroom Subject Teaching

Professional Knowledge and Understanding

- Have an up-to-date working knowledge and understanding of a range of teaching and learning strategies to provide opportunities for all students to achieve their potential
- Know the assessment requirements for their curriculum areas relating to all key stages, including public examinations
- Have an up-to-date knowledge and understanding of the school's assessment procedures
- Know how to implement the school's Rewards and Sanction policy
- Know how to use value added data to evaluate effectiveness of teaching, monitoring of progress, and raising attainment
- Know how to use exam board reports, exam services and requested scripts to provide students with accurate and constructive feedback with action plans for improvement
- Have a secure knowledge and understanding of their subject/curriculum areas
- Understand the contribution that their subject can make to other subject/curriculum areas
- Know how to use literacy, numeracy and digital literacy to support their teaching and wider professional activities
- Work alongside colleagues responsible for Learning Support, EAL and Gifted and Talented students to ensure that the needs of these students are accounted for in their teaching
- Know when to draw on the expertise of colleagues for specialist support

Teaching and Learning

- Adhere to the school marking and homework policies for all pupils
- Use assessment to support students so that they can reflect on their learning, identify progress made and set targets for improvement
- Plan and teach challenging, well-organised lessons and sequences of lessons that ensure progression across the age and ability range taught
- Review the effectiveness of their teaching, planning and assessment, refining approaches where necessary
- Demonstrate a willingness to assist pupils when they require additional help. This is not expected to be regular additional tutoring but on an ad hoc basis as required
- Provide students and parents/guardians with accurate and constructive feedback on attainment, progress and areas for future development through reports and parents' evenings

Learning Environment

- Motivate and encourage all pupils within a safe and purposeful learning environment
- Keep a record of attendance and follow up any notable absences
- Manage students' behaviour appropriately by ensuring that any disciplinary measures are carried out in line with the school policy and in a calm and objective manner
- Promote students' self-control, independence and cooperation through development of their social, emotional and behavioural skills
- Look after and update displays within their teaching classroom

Team Working and Collaboration

- Support the department in extending learning outside the classroom
- Share resources and ideas with colleagues to develop good practice

- Contribute to departmental development by completing appropriate tasks as directed by the Head of Department
- To attend Departmental Meetings as required by the Head of Department

3. Pastoral Responsibilities

- Full-time members of staff are expected to assist in pastoral responsibilities, normally in the role of tutor or form teacher, unless advised otherwise (see relevant job descriptions)
- Staff should be sensitive to the needs of all students and be able to act when guidance or support is needed in order to help a pupil who is experiencing personal difficulties
- Maintain an up-to-date knowledge of the requirements of school policies e.g. Child Protection Policy, Rewards and Sanctions, Anti-Bullying, Use of Force (Restraint) and Physical Contact, ICT and Cyberbullying, Equality and Diversity
- Boarding is an integral part of school life and all staff should have an understanding of how the boarding community operates. Support in boarding, although not compulsory, is always appreciated.

4. Extra-curricular Activities

- A commitment to co-curricular Drama is expected in lunchtimes, after school or at other times. The extent of that involvement will vary according to the annual teaching load of the individual. All staff are expected to make a significant contribution to the extra-curricular life of the school.

5. Health and Safety

- All staff are responsible to their Heads of Department for the health and safety of those in their charge, whether in or outside school premises
- In addition all staff must ensure that they:
 - Have read, and are conversant with, the School's Health and Safety Policy
 - Conduct risk assessments for all activities unless they are following a safe system of work
 - Report all accidents/incidents so that they can be properly investigated
 - Brief all pupils on relevant health and safety rules, procedures and issues

Salary Scales

Pocklington School has its own salary scales, the details of which can be discussed with the Headmaster at interview.

Person Specification for a Teacher

Personal Qualities

- A commitment to the ethos and aims of the school
- An excellent classroom practitioner
- An ability to innovate, enthuse and use your own initiative
- An ability to maintain appropriate and supportive relationships with children, parents and staff
- A positive attitude to the use of authority and maintaining good behaviour standards
- An ability to work as part of a team/with colleagues
- A strong enthusiasm for teaching subject
- A good sense of humour
- A flexible approach to working environment
- An enjoyment of working with children/young people
- A willingness to be fully involved in the life of the school and contribute to activities both in and outside the department

Qualifications

- Qualified Teacher Status/Postgraduate teaching qualification
- Good honours degree
- Commitment to ongoing personal development and training

Experience

- Either teaching practice during qualification or previous employment at an 11-18 school
- Capability to teach full ability range
- Successful track record in delivering pupil success
- Use of ICT in the classroom

Knowledge & Skills

- Excellent interpersonal skills
- Ability to command respect of pupils
- Good organisational skills
- Good communication skills
- Ability to self-reflect upon own performance
- Awareness of National Curriculum requirements and A level specifications
- Awareness of current thinking in education
- Knowledge, understanding and competence in ICT

Department Information

Drama is central to the life of Pocklington School, both in and outside the curriculum. It is a cornerstone of the school values of creativity, enquiry and collaboration, where personal growth sits alongside academic and practical development.

The Drama department consists of one full-time teacher who is the Head of Department, a full time Technical Manager, a part-time Wardrobe Manager and two part-time teachers, one of whom teaches primarily KS3 and, off-timetable, LAMDA. Energy, knowledge, creativity, mutual support and commitment are defining features of all staff.

Drama is compulsory for Years 7 and 8 and optional thereafter. Around 60-70 pupils usually take it in Year 9; at GCSE there are two groups and at A -Level, one. The department currently follows the Eduqas specification at both GCSE and A Level. Results are generally very high indeed, with full marks for practical exams frequently occurring. Last year more than 80% of students have achieved A*-B at A Level and for GCSE 58% of students passed with a level 9-7. Students also follow design and technical theatre options with recent successes in Set, Sound, Lighting and Costume Design.

The Tom Stoppard Theatre main house seats over 300 and is a flexible space with full LX rig and a highly skilled Technical Manager. It is also used extensively by the Foundation for other events, including Prep School shows, Assemblies, Concerts, Open Days and Parents' Evenings. Out of term it hosts many organisations. A full review and upgrade of the sound equipment is currently under way. The secondary, studio space is the David Gray Room which is used for written work and some practical. Costume construction and sourcing is done by a Wardrobe Manager and there are Dressing Rooms in the theatre, a dedicated workspace and a store which houses several thousand costumes.

As well as the exam preparations, which often take place after school, there are at least three major drama events with extra-curricular demands. In the Michaelmas term is a Senior Play. Recent examples include *The Green Room*, *A Christmas Carol*; *Daisy Pulls It Off*; *Animal Farm*; *A Midsummer Night's Dream*. In the Summer Term is a Lower School Play. Recent examples include *The Wind in the Willows*, *Around the World in 80 Days*; *Peter Pan*. Every other year in the Lent term is *House Footlights* in which four Houses compete for a trophy and which engages an enormous number of participants. All department members commit fully to productions, taking turns to lead the shows but always working with the support of the Production Manager, who is one of the part-time teachers.

Pupils are dedicated, inventive and passionate about the subject and expect the same from their teachers, both in the practical and the written elements. The written component in exams has greater weighting than the practical, and the course acknowledges and develops this area appropriately.

Performances to, and with, local communities happen in accordance with pupil availability and opportunities for developing relationships with local schools are currently being explored. The department has contributed to the Guilds' York Mystery Plays since 2008. Under review are opportunities for companies and specialists to visit the department.

LAMDA is run for all levels in both Speaking Verse and Prose and in Acting, with success at Gold Medal Acting down to Level 1 Speaking Verse and Prose at the Prep School. Exams for this take place twice a year and preparation lessons are held individually each week.

Pupils commonly go on to study Drama after A-Level at university and drama school. Several past students are now professional actors; some work as Drama teachers; others have worked for theatres such as the National Theatre of Scotland; others have recently won prizes as playwrights.

Recruitment Timetable

Closing Date: 9am 21st January 2021

Expected Interview Date: To be confirmed

Expected Start Date: To be confirmed, potentially 24th February 2021

Please apply online using the TES website. This can be accessed through <https://www.pocklingtonschool.com/about-us/job-vacancies> where you can browse our current opportunities and apply using the “quick apply” button.

Please ensure you read the information available in the “useful recruitment policies” document uploaded to the TES website. This contains: the application process and safer recruitment guidance; recruitment of ex-offenders policy statement; secure storage, handling, use, retention and disposals of disclosures and disclosure information policy statement. These policies are available to view on the key recruitment policies page of our website and we can also send these to you as a hard copy if requested.

For further information please contact Abby Popely, HR Advisor:
PopelyA@pocklingtonschool.com 01759 322666

Thank you for your interest in working with us and we look forward to receiving your application

