

The Croft

Preparatory School



Head of Drama

March 2019

The Croft Preparatory School

A message from the Headmaster:

I am delighted that you are taking the time to find out more about joining The Croft family.

Here at The Croft Preparatory School we value personal qualities as well as the ability to uphold academic excellence. We are looking for someone with enthusiasm and energy, someone who can inspire, motivate, develop and innovate.

We believe that The Croft is a special place, where children's minds are engaged, their curiosity encouraged, their imagination ignited and their lives enhanced. If you believe that you could embrace the ethos of this traditional, but forward thinking, family school and play a part in moving it on to even greater things, then we would like to meet you.

This pack can only give you a glimpse of our wonderful school; however I hope it conveys the exciting opportunities offered here at The Croft.

Marcus Cook
Headmaster



The School

The Croft Preparatory School is an independent co-educational day school for children from 3 to 11 years old, situated in a beautiful 30-acre site, in the heart of the Warwickshire countryside, on the outskirts of Stratford upon Avon.

The school has benefited from a considerable amount of capital refurbishment over the last decade, with Mundell Court, a purpose built teaching space to house the IT suite as well as dedicated classrooms for Design Technology, PSHE and Mathematics, opening in 2009 and a 600 seat Theatre and fully equipped Sports Hall opening in March 2012.

The 30-acre site provides an extensive sports field and multiple outdoor learning areas with Forest School sessions incorporated into the curriculum for all Early Years and some Pre-Prep pupils. Class sizes are traditionally limited to 20 pupils.

The whole school was inspected by ISI in June 2015, and was awarded Outstanding in all areas. The latest inspection reports are available at the following link <http://www.isi.net.schools/7110/>

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



The Position

Creative expression plays an important part in life at The Croft. We greatly value the impact that Drama can have on the intellectual development and emotional well-being of our children.

Over the past eighteen months a new staffing structure has been introduced, designed to improve educational outcomes for children through a progressive dynamic curriculum, with clear communication lines between home and school, as well as providing improved career progression opportunities for teaching staff. Five faculties were created, one of which is the Creative Arts Faculty.

The Head of Drama will report to the Head of Creative Arts. Enrichment days for each faculty are being delivered with cross-curricular themed activities and topics.

The role can be a part time (minimum of 3 days per week) or a full time position for the right candidate. In addition to Drama the role includes teaching a second subject area (this can be flexible and tailored to the candidate's area of specialism – English, Maths or Sport).

The Croft School's ISI Report in 2015 included the following:

Music, drama, art and sport feature strongly in the curriculum, supported by excellent facilities.

Creativity in drama and art is excellent, and in music outstanding, with pupils demonstrating maturity in their performances well beyond their ages.

Individuals and teams are extremely successful in a wide range of extra-curricular activities. Pupils are successful in external drama assessments and individuals have been selected to perform in professional theatre productions.

The outstanding extra-curricular programme provides a stimulating breadth of experience, greatly appreciated by pupils and parents.

We are developing a Growth Mindset ethos for all. Therefore we expect all staff to have the enthusiasm and ability to inspire, motivate, develop and innovate, together with the desire to make a difference.

The Croft Preparatory School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The school is an equal opportunities employer. The school is a member of IAPS.

Job Description

JOB TITLE: Head of Drama

REPORTING TO: Head of Creative Arts Faculty

JOB PURPOSE: To instruct pupils in all forms of dramatic art and self-expression, and develop performance skills.

KEY RESPONSIBILITIES:

- Continuously develop the Drama curriculum across the whole School, liaising with, and monitoring the teaching of Drama, working within Departmental budget
- Agree, monitor and review the scheme of work for the teaching and learning of Drama
- Plan and implement appropriate lessons, following the Drama scheme of work, reviewing this regularly to ensure that the different needs and abilities of pupils are provided for
- Plan, co-ordinate and execute collaborative events, within the Creative Arts Faculty
- Lead in the rehearsals and performances of the Year 1 & 2 productions and the Year 3 & 4 plays
- Devise or buy-in, co-ordinate and direct the Year 6 Annual Production, within strict budget guidelines
- Instruct pupils in the safe use of a range of resources, whilst encouraging individuals to interpret their artistic and dramatic potential in an independent and unique way
- Teach inspiring and engaging lessons, following the subject's scheme of work, reviewing this regularly to ensure that the different needs and abilities of pupils are provided for
- Instil a non-elitist, inclusive attitude to drama and other subjects, whilst ensuring pupils with talent are nurtured, developed and recognised
- Create a secure, happy, and stimulating learning environment maintaining high standards of organisation and discipline
- Maintain assessment records and report on pupils' progress and development, as required
- Attend Parents Evenings, meetings, training and external courses, as required
- Enter wholeheartedly into the life of the School, supporting colleagues and parents for the benefit of our pupils
- Keep up to date with developments in education, including attending relevant courses, and disseminate information to colleagues as appropriate
- Contribute to, and be supportive of the school's development plan and take accountability for identified areas of development
- Promote the school by developing external community links and networking with other local schools.

This list of responsibilities is not exhaustive and the employee may be required to perform duties outside of this brief as is operationally required and at the discretion of the Headteacher.

Person Specification

	Essential Attributes	Desirable Attributes
Qualifications and Training	<ul style="list-style-type: none"> • Qualified Teacher status • Professionally trained and qualified within a relevant area of Performing Arts 	<ul style="list-style-type: none"> • Evidence of relevant and significant training and commitment to further professional development • Relevant in-service training
Experience	<ul style="list-style-type: none"> • An outstanding classroom practitioner with ability and experience to teach drama across KS1 & KS2 • Previous experience of budget management 	<ul style="list-style-type: none"> • Previous Head of Department experience • Teaching experience in a similar type of school
Professional Knowledge and Understanding	<ul style="list-style-type: none"> • Aspirational vision for drama education • Sound understanding of recent educational developments and the teaching and learning cycle • Experience of leading Productions • Knowledge of legislative and statutory requirements relating to Equal Opportunities, Health & Safety, SEND and Child Protection • Knowledge and understanding of assessment procedures to monitor progress 	<ul style="list-style-type: none"> • Knowledge of the Drama curriculum
Skills and Abilities	<ul style="list-style-type: none"> • Commitment to both academic and general well being of pupils • Able to establish and develop positive relationships with parents and colleagues • Effective communication (both orally and in writing) to a variety of audiences • Able to create a happy, challenging and effective learning environment • Highly organised, including time management, with good attention to detail • A creative and imaginative approach to teaching and learning 	<ul style="list-style-type: none"> • Experience of using IT as an integral part of delivering a drama curriculum • Ability to teach another subject area
Personal Qualities	<ul style="list-style-type: none"> • Hard working with high expectations • A positive approach to behaviour management • Approachable and empathetic • Enthusiastic and resourceful • Exemplary personal and professional integrity and loyalty, maintaining the ethos of the school 	

Further details

Benefits Package

Competitive salary

Fee remission at The Croft Preparatory School, if applicable

Pension scheme

Death in Service

Comprehensive Health and Well Being Plan

including cash back for optical, dental, chiropody, therapy treatments (physiotherapy, acupuncture, chiropractic, homeopathy, osteopathy), consultations and a 24 hour advice and information line (including counselling)

Health Club concessions

Westfield Rewards

discount scheme for a wide variety of retailers, restaurants & leisure companies

Childcare vouchers

Staff car park

Cooked lunch on the school premises during term time

Application Deadline

Thursday 28 March 2019, Noon

Interviews

Monday 1 April 2019

Application Form

The Croft Application Form must be completed in full before the application can be considered. Any discrepancies or anomalies in the information provided or issues arising from references will be discussed at the interview. Completed application forms can be emailed to jobs@croftschoo.co.uk or returned via post.

Address

The Croft Preparatory School, Alveston Hill, Loxley Road, Stratford upon Avon, Warwickshire CV37 7RL

If you have any queries please do not hesitate to contact the school on 01789 293795 or by email to jobs@croftschoo.co.uk.