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BISHOPSHALT SCHOOL
"Above all else a place for learning"

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September 2022

Dear Candidate

Re: Head of Drama – TLR1A

Thank you for expressing interest in our position of Head of Drama at Bishopshalt School. The successful post holder will be expected to commence their role in January 2023.

Bishopshalt is a stand-alone academy in Hillingdon that provides education to a truly comprehensive student body. Bishopshalt has a proud tradition of serving the local community, having been established as a school in 1907. At first a Grammar school, then a local school, then a school with Performing Arts college status, the school has maintained its traditional ethos whilst building upon its strengths and weaving them into the fabric of the institution.

The school is oversubscribed. Over 300 First Choices each year for 186 places demonstrates the popularity and confidence in which the local community endows upon the institution. Our students, and our staff love our school.

We have the highest of expectations of ourselves, and our students, and this is supported through excellent behaviour systems, a fantastic curriculum and a reflective and developmental approach to Teaching and Learning. Bishopshalt values developing our students into well rounded individuals through a focus on the values below. We also ensure that there is high quality CPD available for all staff, tailored to their own needs and future aspirations. Our most recent Ofsted inspection was in November 2021 and we remain a 'Good' school.

If you would like to have an informal discussion regarding this role, the school or the community, please telephone 01895 233909 or email (lmcgillicuddy@bishopshalt.school). We would also be please to arrange a visit at a mutually convenient time.

If you believe that you have the passion and determination to work and lead in our amazing school please complete the application form (including supporting statement).

If you choose to apply and are successful you will be joining a wonderful team in Performing Arts Department led by a fantastic Head of Faculty, supported closely by our SLT.

We have an absolute commitment to safeguarding and promoting the welfare of children. As such current and/or previous employers will be contacted for references as part of the verification process and pre-appointment checks. All successful applicants will be required to undertake a full enhanced criminal record check (DBS).

I look forward to receiving your application, the closing date is Thursday 6th October 2022.

Yours sincerely






L McGillicuddy (Mr)
Headteacher



An Arts College specialising in Music and the Performing Arts Royal Lane, Hillingdon, Uxbridge, UB8 3RF

Headteacher: Mr L McGillicuddy

BISHOPSHALT SCHOOL

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|---|-------------------------|--|
|  | Love Learning | To develop in students a love of learning. Bishopshalt students will thirst for knowledge due to the intrinsic joy that it brings. |
|  | Show Kindness | To develop and instil in our students the virtue of kindness. Our students do things for others for no personal gain. |
|  | Build Character | To develop in students the determination and dedication to succeed. Bishopshalt students are able to overcome any challenge that may come their way. Our students are focused, resilient and readily overcome adversity. |
|  | Chase Brilliance | To develop students who do not settle for 'it's good enough'. Bishopshalt students always aim to improve their work and aim for perfection due to their belief that they are entitled to be brilliant. |
|  | Bright Futures | To ensure that, for whatever field they choose to enter, Bishopshalt students will succeed. Bishopshalt students will be the very best versions of themselves and compete on the world stage. |

THE POST – Head of Department – Drama

We require a Drama specialist to join and lead a successful, well established and experienced department teaching Drama, Performing Arts and Theatre studies to our Key Stage 4 and 5 as well as KS3 across the age and ability range.

The successful candidate will have:

- Vision and innovative ideas
- Will support and lead the running of our Dramas Clubs and co-curricular opportunities
- A “can do” approach to school improvement
- High expectations of self, staff and students
- Ambition and the potential for further career development
- Have the desire to develop the offer of Drama within the school

Applications are welcome from professionals who maybe in the early stages of their careers but looking to progress, as well as those with more experience but are also seeking to broaden their experience.

Salary

The person appointed to the post of Head of PE will be paid at the appropriate point on the Main Pay Scale/Upper Scale inclusive of Outer London Allowance as well as a **TLR 1A £ £8,291.00**

Application Process

Please submit your application form electronically to Mrs Z Bermingham, Headteacher's PA/Office Manager on zbemingham@bishopshalt.school All applications will be acknowledged.

Please note that references will be sought prior to interview.

We can offer you:

- An aspirational, supportive Leadership Team and Governors
- Ambitious, hardworking staff
- Well behaved and willing students
- Opportunities to develop and grow in your career in an environment that values and supports initiative.
- Dedicated induction programme
- Two week half term holiday in October with no reduction to any of the other holidays throughout the year.

Job Description

Head of Department – Drama
Classroom Teacher.

Ethos

We are committed to the celebration of the arts and to asserting their importance to individuals, communities and society as a whole. We further believe that a vibrant arts curriculum fosters positive attitudes towards school generally and develops skills and capabilities that are applicable in a wide range of subjects, including those at the other end of the specialist spectrum such as mathematics and science.

Bishopshalt was specialist Arts College and as such provides many extra opportunities in the arts beyond those found in non-specialist schools, including specialist courses, visiting professionals/performance groups and an extensive programme of extra-curricular activities. We nevertheless seek to achieve a balance between our commitment to the Arts and the principles of a broad, balanced curriculum and student choice.

Extra-Curricular Arts Activities

The School offers a wide range of extra-curricular activities in the arts. There are regular music activities at lunchtime and after school and students provide live music in assembly. There is a Spring Concert and a Dance Festival each year and the music, drama and dance departments work closely together to produce an annual Senior BODS musical, with further large and small scale productions at Easter and in the summer term. Students frequently organise lunchtime concerts on their own initiative to raise money for charity.

Alongside colleagues within the faculty the Head of Drama will be expected to continue to promote and develop extra-curricular arts activities.

The Performing Arts Faculty

There are three departments in the Expressive Arts Faculty:; the Drama Department; the Dance Department and the Music department.

The Drama Department

Vacancy Head of Drama
Mrs Burman Lead Practitioner – Drama

Staffing comprises the Head of Drama and 1 full time teachers and additional teaching is provided by members of the English Department. Drama is taught as a separate subject throughout Key Stage 3 and is offered as a popular option at GCSE. A Level courses are run in Theatre Studies and CTECH Performing Arts and is also popular option within the Sixth Form. Drama is taught in a specialist drama room and in the new performing arts block, which includes a purpose built Drama Studio. There is an Assembly Hall with deep stage, which is not used for Drama lessons but is ideal for school productions.

The Dance Department

Mrs J Gooch - Head of Performing Arts/Physical Education Faculty
Mrs R Briggs Assistant Headteacher – Dance Teacher

The Head of Dance is Lead Practitioner and also Head of Faculty. Dance is taught in a Dance Studio within the Performing Arts block. Dance is taught to all pupils at Key Stage 3 within the Expressive Arts carousel. At Key Stage 4 it is a popular option at GCSE level. Dance is taught to AS and A2 standard within Sixth Form.

The Music Department

Mr M Shah-Sylvester Head of Music
Mrs K Magee Lead Practitioner – Music & Performing Arts

Music is taught throughout Key Stage 3 and is offered as an option at GCSE and Music Technology at AS/A2-Level. There is a purpose built music block comprising two music classrooms and a number of music practice rooms. The Music Department works closely with other schools and with the Hillingdon Music Service. Many peripatetic teachers visit the school to work with individuals and groups and the cost for this is subsidised by the school. A number of our students are members of the Hillingdon Youth Orchestra.

Support Staff

The Faculty has a dedicated technician.

Miss H Moriarty Performing Arts/PE Technician

Bishopshalt School operates strict Child Protection Recruitment Procedures, references will be called for in advance of interview and all successful candidates will be expected to undertake an enhanced DBS check.

Bishopshalt School is a non-smoking site and as such smoking is not permitted on the school grounds.

JOB DESCRIPTION CLASSROOM TEACHER

The Classroom Teacher is responsible for teaching pupils at Bishopshalt School in accordance with the general duties and responsibilities contained in the statement of Conditions of Employment to be found in the current School Teachers' Pay and Conditions Document. The Classroom Teacher is immediately responsible to his/her Head of Department and through him/her to the Head of Faculty and ultimately to the Headmaster.

1. Teaching Responsibilities

- 1.1 To teach across the age and ability range as directed by the Head of Department (in consultation with the Deputy Head Curriculum) expecting the highest possible standards of work from the pupils commensurate with their abilities.
- 1.2 To comply with the school Teaching and Learning Policy and with school and departmental policy regarding aims and objectives, schemes of work, assessment, target setting, homework and administrative duties.
- 1.3 To make use, as appropriate of the resources of the departments, including information technology.
- 1.4 To mark pupils' work, assess their progress regularly and complete assessment sheets/reports by agreed dates.
- 1.5 To ensure the classroom is clean, attractive and educationally stimulating.
- 1.6 To encourage high standards of behaviour within the classroom particularly supporting the school policy on Classroom Expectations.
- 1.7 To foster high standards of hygiene and safety in all practical lessons.

2. Departmental Responsibilities

- 2.1 To contribute to the achievement of school development plan and department development plan goals and targets.
- 2.2 To attend and contribute to departmental meetings.
- 2.3 To take part in In-Service Training activities as appropriate.

3. General Responsibilities

- 3.1 To support the pastoral work of the school, including to be a Form Tutor and to contribute to teaching the school programme of Mentoring and Personal, Social, Health, Citizenship and Careers Education as required.
- 3.2 To take appropriate action when there is a breach of the school rules.
- 3.3 To carry out an equitable share of supervising duties in accordance with agreed rosters.
- 3.4 To adhere to safety regulations.
- 3.5 To participate in appropriate meetings with colleagues and parents in Directed Time, as required.
- 3.6 To participate in the school Performance Management/Staff Appraisal Scheme.
- 3.7 To adhere to and promote school policies on equal opportunities and race equality.

4. Review of Job Description

- 4.1 This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required, by the Headteacher.
- 4.2 This job description will be reviewed at least once each year in the autumn term.
- 4.3 Person Responsible: Headteacher.

BISHOPSHALT SCHOOL PERSON DESCRIPTION

1. *Experience*

- 1.1 You will have successfully completed a course in Higher Education that carries a nationally accepted qualification.
- 1.2 You will have successfully completed appropriate and relevant professional training.
- 1.3 You will have had experience in your career that can be seen to have been relevant preparation for this post.
- 1.4 There will be evidence from your present or previous posts to show that you are a good practitioner in areas relevant to this post.
- 1.5 There will be evidence from your present or previous posts to demonstrate your creative and innovative capabilities.
- 1.6 We shall regard it as desirable to know that you have interests and experience outside the main teaching area.

2. *Job Related Skills*

- 2.1 The prime requirement is for you to be able to fulfil to a high standard the various responsibilities specified in the Job Description but, in particular, to:
 - direct, guide encourage and support other staff so that the quality of their work is enhanced. This implies developing an awareness of their professional needs, interests and abilities and a sensitivity in managing their work; it also implies that **your** success will be marked by the achievements of the staff for whom you are responsible;
 - encourage the highest possible expectations of pupil achievements, be able to convert these into targets and goals and for you personally to expect the best standards in pupil work and behaviour;
 - carry out the administrative and organisational requirements of the post in a prompt and competent manner.
- 2.2 You will teach your subject with success. We shall particularly seek to verify teaching ability through your references.
- 2.3 It is normal practice in the school for staff to teach pupils from across a wide age and ability range. We shall expect you to be able to share successfully in this practice.
- 2.4 We shall be interested to know if you have skills or abilities that complement or strengthen those already to be found in the faculty.
- 2.5 A good teacher needs to be able to communicate effectively with pupils, parents and other staff. We shall expect you to possess this ability.
- 2.6 A good teacher needs to be able to create an atmosphere in which pupils can learn effectively; this implies quiet but firm class control and a high level of organisational skill in managing the work of pupils and the teaching resources available. We shall expect you to be able to meet this requirement.
- 2.7 A good teacher constantly expects the best in the work and behaviour of pupils. You will have high expectations of what your pupils can achieve.
- 2.8 We shall regard it as desirable for you to have interest and skills in the use of Information Technology.

2.9 We shall expect you to be able to demonstrate a range of organisational curriculum and personnel management skills appropriate to a middle management appointment.

3. *Personal Qualities*

3.1 You will be enthusiastic, will enjoy dealing with young people and will have a good sense of humour.

3.2 You will be willing to take responsibility and will show adaptability, enterprise and initiative in making your contribution to the school within the context of departmental and school policies.

3.3 You will have a commitment to the best interests of all pupils. This implies a warmth and sensitivity to pupils and a willingness to devote sufficient time to meeting their needs.

3.4 You will be joining a staff which works on the basic principles of mutual support whether as a department, as a pastoral year team or as the whole staff. We shall expect you to be reliable and co-operative and have the ability to both lead and work as part of a team.

3.5 Professional commitment is a strong characteristic of our staff. As a new colleague we shall expect you to join us in maintaining:-

- * a very low level of staff absence,
- * a very high level of staff punctuality both in attendance at school and to lessons,
- * a smart and tidy appearance,
- * a willingness to become involved in extra-curricular activities,
- * a commitment to further professional training and advancement,
- * a commitment to the pursuit of the highest possible standards in everything we do as teachers.

3.6 You will be willing and able to comply with school policies on equal opportunities.

3.7 You will be willing and able to comply with the school Smoking Policy, which states that no one may smoke on the school premises.

HEAD OF DEPARTMENT – DRAMA

Job Description

Core Purpose:

- Raise standards of teaching, learning, levels of progress and exam performance within the Drama Department.

Core Leadership Qualities:

- Articulate a clear and consistent vision for the department
- Motivate and empower others
- Positive attitude to continuous improvement
- Lead by example
- Hold others in the department to account

Specific Responsibilities:

The main scope of the responsibilities is maximising the progress and achievements of all pupils in the subject area, through the following:

Monitoring progress

- To monitor the progress of all students within the subject area, ensuring that performance is in line with the school's aspirational targets
- To take action in support of the subject teacher when underachievement is identified, ensuring that all interventions are logged. Initiate dialogue with the relevant staff member
- To review examination performance, identifying strengths and weaknesses. Take action to address identified weaknesses
- To disseminate the outcomes of analysis of examination results to the Senior and departmental teams, ensuring that they are aware of any implications of the findings that affect their practice
- To ensure school policies are followed across the department

Quality of Education

- To ensure that the Quality of Education delivered by the Drama department is broad, balanced and fit for purpose.
- To develop a culture of reflection, review and planning to ensure that the QoE is always improved upon.
- To ensure the highest quality of classroom teaching through an insistence on the school's teaching and learning policy and procedures being applied by all members of department
- To support the development of teaching skills
- To encourage departmental staff to go on development and training courses, through effective use of the staff development budget
- To participate in the School Improvement Cycle and support and challenge where necessary
- To apply the school's appraisal policy to every member of the department in a timely fashion
- To ensure that continuity of learning occurs in the event of the absence of the normal subject teacher

Leadership of the department

- To foster a positive atmosphere of teamwork within the department
- To delegate departmental duties fairly amongst the departmental team, having due regard for the experience of individual members and the level of responsibility payment, if any
- To deploy support staff as effectively as possible, within the constraints of their job description (where applicable)
- To set the highest possible personal example to the department through your own professionalism
- To ensure all school and departmental policies are applied evenly by all members of the department
- To construct an effective Departmental Improvement Plan, in line with the School Improvement Plan. Ensure that this is put into effect
- To hold departmental meetings in accordance with the school calendar. Clear agendas need to be established which focus on teaching and learning. Outcomes of meetings should be recorded
- To maintain and develop a departmental handbook
- To prepare, review and revise as necessary those schemes of work which include appropriate differentiation and meet all National Curriculum and public examination specification requirements
- To determine entries for public examinations in consultation with departmental staff and the DOS
- Oversee the development of training and CPD opportunities for all staff to ensure outcomes are maximised through quality first teaching and effective leadership and management in the department.
- To induct new members of staff into the department ensuring that appropriate mentoring is supplied
- To act as mentor to student teachers within the department
- To encourage the provision of, and participation in, extra-curricular activities
- To ensure that a stimulating learning environment is maintained throughout the departmental area
- To allocate pupils to teaching groups in such a way as to ensure that their needs are most appropriately met
- To allocate departmental staff to teaching groups in order to ensure the best match between the requirements and the teacher's expertise
- To authorise spending of the department's capitation in accordance with the school's financial procedures, ensuring that spending is appropriately targeted and properly accounted for
- To assist with the recruitment procedures when departmental staff are being sought
- To ensure that the departmental area is maintained in such a way that Health and Safety obligations are met
- To ensure that equipment and resources within the department are properly maintained, recorded in the inventory and that periodic checks are carried out
- To provide vision and direction for the annual school production

Outcomes: To enhance the Drama provision at Bishopshalt and improve outcomes

Line manager Head of Performing Arts/PE Faculty, Deputy Headteacher – Director of Studies for Performing Arts

Line management responsibility for: All teaching staff in the Drama Department