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**Copthall School**

**Curriculum Leader – Performing Arts with Music Specialism**

**Candidate Information Pack**

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***A Positive Learning Environment that inspires a passion for learning so that every student progresses and thrives***

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Dear Candidate

Thank you for your interest in the position of Curriculum Leader of Performing Arts with Music Specialism, at this exciting time for our organisation. I would like to welcome you personally, and I hope that you will find here all the information you need to inspire you to join our team.

Our school is unstoppable in its pursuit of Excellent Education for All, which has been highlighted by Ofsted 2018. We have been recognised for the rapid transformation and excellent progress of students and have been awarded **Good** status. The full report can be accessed using the following link: <http://www.copthallschool.org.uk/226/ofsted>

Our Governing Body is strong and highly ambitious for the school. Their recent award by the NGA for Outstanding Governance is further evidence of their ambition. They have a wealth of expertise in a range of areas and are very committed to ensuring we deliver first class educational opportunities to the communities we serve and make a difference to the lives of the girls who learn with us.

Over the last three years, Copthall has gone from strength to strength as we raise standards, enrich the lives of our students, focus on staff wellbeing and workload and continue to be a good and improving school. Our priority remains the same in that we offer our students a highly personalised academic experience – one that ensures that all our students receive an excellent education. We have an extensive enrichment programme involving mentoring, cultural activities/visits/trips, STEM workshops, a full careers programme and a range of partnership opportunities involving universities, businesses, charities and alumnae.

In addition, our collaboration with Mill Hill Independent School offers a range of joint opportunities for all students from leadership, tutoring, philanthropy extended projects and a variety of bespoke and unrivalled programmes that benefit our young people.

In preparing our students for the future we will endeavour to provide them with the skill set they will need including complex problem solving; critical thinking; creativity; emotional intelligence; judgement; and decision making; negotiation and cognitive flexibility. We want to ensure they play important influential and aspirational roles, ready to make a positive contribution to society.

For the third year running, we celebrated another very successful year in our examination results. Our P8 score is +0.89 which places us in the top 3% in the country for progress. 90% of English grades were 9-4 with increases in outcomes for both Maths and Science. One of our students was the highest achieving history student in the whole country and gained a suite of grade 8s & 9s. Our A-level results were equally impressive with our A\*-C grades increasing from 61% in 2018 to 74%. In addition to this, students who sat vocational subjects did equally well with the average grade a Merit+.

InSeptember 2018 we launched our STEM Scholarship Programme across all year groups, including the Sixth Form. Students were involved in a wide range of workshops and enrichment activities tailor-made to students’ talent and potential.

We want you to look forward to each day at our school. We expect hard work, skill and dedication to our core values, and in return we will provide you with outstanding experiences and training opportunities. We have a strong focus on staff well-being and have a range of incentives including staff yoga and staff well-being days.

If you feel you can make a positive contribution to our school, please apply online via our website, [www.copthall.barnet.sch.uk](http://www.copthall.barnet.sch.uk). If you would like to discuss a role or have any queries, please call 0208 959 1937 or email [recruitment@copthall.barnet.sch.uk](mailto:recruitment@copthall.barnet.sch.uk). Visits to the school are also encouraged and welcomed.

I look forward to receiving your application.

Yours sincerely



Evelyn Forde

**Headteacher**

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**ABOUT COPTHALL**

As a girls’ non-selective comprehensive academy, Copthall offers the rare opportunity of single-sex education for students of all abilities. We are a values driven school which was noted by Inspectors in May 2018 when they commented “The school’s values of respect, equality for all, support and safety, aspiration and responsibility underpin this improving school’

Many girls stay on to join our vibrant Sixth Form, from where the vast majority progress to higher education, with a number achieving places at Russell Group universities. In addition, the school also offers a strong and varied vocational curriculum. “Students benefit from strong teaching and outcomes, which are rigorously checked by effective leadership in the sixth form” *Ofsted 2018.*

**OUR LOCATION**

Copthall School is located in one of London’s more prosperous and leafy boroughs and the area offers a wealth of good quality social, sporting and shopping facilities. That does not mean however, that we do not have to face social issues similar to many inner-city schools and there is a substantial amount of deprivation in our catchment area.

**VISION AND VALUES**

Our Vision and Value statements are borne from our commitment to girls’ education, we want to ensure that they can take their rightful place in society. We work together to communicate the vision so that any obstacles to success are removed.

**Mission Statement:** Excellent education for all - *A Positive Learning Environment that inspires a passion for learning so that every student progresses and thrives*

**Values:**

* **Respect:** Pride and respect in the cultural diversity of our school and the global environment in which we live
* **Equality for all:** An environment of kindness and tolerance that demonstrates equality for all
* **Support and Safety:** A school that cares and is inclusive, supportive and safe for all
* **Aspiration:** Expectation and celebration of high standards of aspiration and achievement in learning and life
* **Responsibility:** Being responsible and ready for learning

**Vision:**

* To empower every member of the school community to reach their full potential
* To equip our young women with the skills to enjoy, succeed and have choices in their adult lives
* To be an outstanding first choice school for young women
* To provide an inspirational, exciting and broad education
* To create a positive learning environment that inspires a passion for learning so that every student progresses and thrives (this is the teaching and learning vision)

**FOCUS**

We have a relentless focus on improving teaching and learning; this includes collaborative planning and coaching, both of which have been hugely developmental for staff. The way we improve teaching is through a series of steps which allow teachers to improve on one aspect of their teaching at a time before moving onto another area. We also use leadership coaching, according to need. Both models facilitate teachers to spend significant time on chosen aspects of their practice, in line with research into effective professional development and the motivating effect of autonomy.

The DNA of our school is *good* and we will continue to strive for excellence. The Governors and I hope you would want to be part of our journey.



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**Copthall School is committed to the protection and safety of Children and young people. All staff are expected to share this commitment.**

Job Description: **Curriculum Leader – Performing Arts with Music Specialism**

Reporting to: **SLT**

**MPR/UPR & TLR**

**Impact upon the educational progress of pupils**

1. To develop appropriate schemes of work at Key Stages 3,4 and 5 with subject potholders’
2. To research and develop new courses at all Key Stages consistent with school aims, department aims and national education agendas and directives.
3. To ensure that appropriate Assessment, Recording and Reporting procedures are in place. To assess, record and report on the development, progress and attainment of pupils assigned within the guidelines of the Staff Handbook and the assessment policy of the school.
4. To lead, manage (including appropriate delegation) activities relating to continuous improvement that arise from evaluation of performance data and to be accountable for the impacts of these improvements.
5. To be responsible for preparing pupils for making option choices for KS4 and KS5.
6. To promote and facilitate the general progress and wellbeing of individual pupils in assigned groups providing educational guidance on matters relating to their subjects.
7. To oversee the implementation of the school’s Learning and Teaching policy.

**Leading, developing and enhancing the teaching practice of others**

1. To deploy staff in accordance with timetable requirements
2. To provide inset to colleagues within the department and across the whole school as required.
3. To participate in the School’s Performance Management Review cycle as a Team Leader.
4. To support the school’s NQT and BT professional development programme.
5. To make regular judgements about the quality of teaching and learning within the department and to implement strategies for further improvement as a result of these judgements.

**Accountability for leading, managing and developing at department level and across the curriculum**

1. To manage and monitor within allocated budgets effectively and efficiently, operating with direct reference to the Financial Management Policy.
2. To monitor effective budget management of personnel line managed with reference to point 14 above.
3. To contribute to school planning with specific reference to the subject needs of Music and Drama.
4. To oversee the management of resources and stock.
5. To keep up to date with the specialist subject and developments in pedagogy and how they can be applied to learning in the department.
6. To keep up to date with inspection and data return requirements and to share this knowledge and expertise with department colleagues.
7. To lead the department’s work on Departmental Self-Review and to lead and facilitate monitoring activities that will accurately inform this.
8. To attend appropriate meetings.
9. To support colleagues with behaviour management and to make the connections with behaviour for learning and classroom pedagogy.

**Specific Responsibilities**

1. Lead in all aspects of the school’s Performing Arts provision for Music and Drama.
2. Create and drive an overall strategy for the development of the school’s performing arts subjects, ensuring that pupils of all abilities are able to access and participate in activities that will nurtures a lifelong appreciation for the performing arts.
3. Act as an ambassador for Music and Drama and Dance within the school and beyond.
4. Support cross-curricular events that might benefit from the involvement of the performing arts, making links both across the school and with external companies / schools in order to develop partnership initiatives.
5. Show a willingness to work the hours that the job requires, notably the commitments during evenings and over some weekends as necessary.
6. Organise, lead and hold activities, and events, including whole school events and trips, to raise the profile of the performing arts within the community.
7. Maintain a commitment to raising pupil attainment in Drama and Music at all key stages and drive the recruitment of students from Key Stage 4 to 5.
8. Lead, direct, manage and stage all annual School Productions / Concerts.

**Line Management Responsibilities**

1. To line manage a substantial number of department colleagues, including appropriate professional development activities, routine organisation and deployment and strategic team building and capacity enhancing activities.
2. To lead performance management reviews within the department.

**Other Key responsibilities**

1. Have knowledge and understanding of relevant subject area(s) and the most recent developments in curriculum, assessment and pedagogy and plan for their implementation as appropriate.
2. Lead the development of programmes of study for all key stages including selecting the most appropriate public exam courses.
3. Ensure the effective, consistent use of school systems and data for target setting, tracking, interventions, reporting and communicating with colleagues, parents and other key stakeholders.
4. Monitor the progress made in achieving Curriculum plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.
5. Lead professional development through example and support, and co-ordinate the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise as necessary, such as subject associates.
6. Establish staff and resource needs and advise the senior leaders of likely priorities for expenditure, allocating available resources with maximum efficiency to meet the objectives of the school and subject plans and achieve value for money.
7. Communicate regularly with the pastoral teams, sharing information to support student success.
8. Establish clear expectations and constructive working relationships among staff, including through team working and mutual support; devolving responsibilities and delegating tasks, demonstrating good evaluative practice and embracing accountability and mature professional dialogue.

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**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | QTS with related degree. |  |
|  | **Essential** | **Desirable** |
| **Skills and Experience and Knowledge** | Minimum 2 years’ teaching experience with a track record of teaching typically good or better lessons.  Ability to teach Drama and Music | . |
|  | Evidence of improving outcomes for students and a commitment to high expectations of all. | Experience in planning a curriculum that supports transition between each Key Stage. |
|  | The ability to communicate, motivate and work well with a range of staff students and other stakeholders. |  |
|  | Clear understanding of how to develop the learning processes of all students. |  |
|  | Good understanding of how to use data to promote student progress. |  |
|  | Ability to plan time effectively and efficiently. |  |
|  | Lead and manage a team effectively. |  |
|  | **Essential** | **Desirable** |
| **Personal Skills and Qualities** | Reflective and analytical practitioner. |  |
|  | Capacity for hard work with enthusiasm, humour and energy for achieving the best for all students. |  |
|  | Adaptable and flexible. |  |
|  | Ability to manage time effectively and work under pressure. |  |
|  | Good health, stamina, resilience. |  |

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