



Recruitment Application Pack

Head of Performing Arts BYA56



Contents

Welcome Letter	Page 3
Advert	Page 4
Application Process	Page 6
Job Description	Page 7
Person Specification	Page 12



Welcome Letter

Dear Colleague,

Thank you for your interest in the role of Head of Performing Arts at Bishop Young C of E Academy.

This pack contains information about the Head of Performing Arts role, from which we hope you will gain an understanding of the requirements, duties and responsibilities for the role here at the academy, inspiring you to apply for this role.

As a member of the Abbey Multi Academy Trust, we aim to provide the best possible environment for the staff, students and community we serve. Together we need to be both realistic about the challenges ahead, but unswerving in our commitment to tackling them with pace and confidence.

The Academy values and invests in the continuing professional development of all staff. Our staff wellbeing programme has been recognised nationally and has featured on BBC Look North.

We have begun an improvement journey that will take us to “outstanding”, which will be an incredibly rewarding experience for everyone at Bishop Young. All staff will benefit from opportunities to work closely with other partners in the Abbey Multi Academy Trust and, most importantly, our students will flourish.

If you are seeking an additional role within the academy, please apply for this role.

We look forward to receiving your application.

Paul Cooper

Principal

Bishop Young C of E Academy

Head of Performing Arts – BISHOP YOUNG C of E ACADEMY

Reference: BYA56

Salary: UPS1 (£37,654 FTE) with TLR 2A (£2,796 FTE)

Bishop Young C of E Academy is a thriving and highly successful 11-16 Church of England convertor Academy which serves communities right across the city of Leeds. We are part of **Abbey Multi Academy Trust** and share in the Trust mission to work **In Partnership to 'Educate, Nurture and Empower'**.

We are seeking to appoint an enthusiastic **Head of Performing Arts** and would welcome applications from individuals who can rise to the challenge and can demonstrate impact and improvements in their current role.

We are looking for:


- A highly motivated and hard-working person with the capacity to contribute to the on-going development of the school
- A routinely good/outstanding Music teacher with the ability to successfully lead Music and Drama at KS3 and KS4.
- A colleague looking to develop your career within a supportive team
- Able to encourage and enthuse students to achieve their full potential
- Inspirational to colleagues and students – sharing best practice
- A team-player who can develop positive relationships with children, families and colleagues
- Someone who will support the Christian ethos of the school

We can offer you:

- A school that values and invests in the continuing professional development of all staff
- A fantastic team of dedicated and committed staff based in an excellent learning environment
- Additional recruitment and retention allowance may be available for an exceptional candidate plus access to an individually tailored CPD package
- Visits to our school to meet the team and experience our wonderful atmosphere, are warmly welcomed and encouraged and can be arranged by contacting the Recruitment Team at recruitment@abbeytrust.org

Bishop Young is a welcoming, caring, calm, disciplined, inspiring and purposeful environment. One of the greatest strengths of the academy is our focus on quality teaching and we are committed to ensuring that all our students achieve outstanding results.

We have high expectations of all of our students and aim to equip them with the knowledge, skills and self-confidence they need to achieve life-long success. Our dedicated and forward-thinking staff focus on our culture of challenging and inspiring students, in an environment of mutual respect where each child is recognised as unique and special.



At Bishop Young we have provided young people and their families with a therapeutic, nurturing, and academically rigorous learning environment.

Behaviour is good at Bishop Young Academy. During an external review in July 2019, led by Dr Michael Maddison (former HMI), he reported that ***“It is abundantly clear that staff at all levels have contributed to creating an increasingly calm and harmonious environment at the academy. Pupils are polite, courteous and welcoming, and they are positive about the academy and the way in which it is being transformed”***

Through a bespoke and tailored Character Education Programme, “The BISHOP Character”, we are committed to ensuring that our students are given opportunities to develop ‘soft skills’ such as perseverance and integrity, so that they are able to sustain success when they leave us and move on to Higher Education or work.

We prioritise support for staff and students around SEMH and wellbeing. Please follow the social media links below to see examples of this. As such, our staff and students feel valued and loved. Our stand-out provision for staff and student wellbeing has received local and national acclaim, featuring on BBC Look North and National BBC Breakfast. ***“Teachers want to work at the academy and greatly appreciate the overt focus upon their wellbeing.” External Review July 2019***

Since opening as a new academy in 2017, we have made exceptional progress. In 2019, we saw a 0.5 improvement in our Progress 8 score, ensuring that we are one of the most improved schools in the region. Pleasingly, our disadvantaged students and those with SEND improved at an even more rapid rate, ensuring that the progress gap between both groups and the rest of our students disappeared in 2019.

Bishop Young is achieving great things and we are looking for people with a caring and nurturing ethos to be part of our team.

<https://twitter.com/bishopyoungce>

<https://www.facebook.com/Bishop-Young-C-of-E-Academy-265362073870023/>

www.bishopyoungacademy.co.uk

<http://www.abbeymat.co.uk/>

Candidates who have the motivation to work with a vibrant team and the passion to work with children in a supportive and rapidly evolving environment, are encouraged to apply.

We would welcome applications from individuals who can rise to the challenge and can demonstrate impact and improvements in their current role.

Visits to our academy to meet the team and experience our wonderful atmosphere, are warmly welcomed and encouraged and can be arranged by contacting the Recruitment Team at recruitment@abbeytrust.org

This 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 successful candidate will be subject to a Disclosure and Barring Service check. We promote diversity and want a workforce which reflects the population of Leeds.

Application Process

The **closing date** for applications is at midnight **Monday 30th March 2020**.

To apply please download recruitment pack and email completed application form to:

Recruitment Team at recruitment@abbeytrust.org

Interview date: To follow shortly after

All applications will be acknowledged within 24 hours. Should you fail to receive confirmation of receipt please call 0113 273 9152.

We will contact successful candidates after the closing date with details of the interview process.

Abbey Multi-Academy Trust is robust in promoting the safeguarding of children and is rigorous in its recruitment checks. An enhanced disclosure from the DBS will be required for this post.

Queries

If you have any queries on any aspect of the application process or need any further information please contact us at recruitment@abbeytrust.org





Job title: Head of Performing Arts

Salary: MPS/UPS (TLR 2A)

Reporting to: Vice Principal/Principal

Overall purpose of the post:

To be responsible for carrying out the professional duties as set out in the teachers' Pay and conditions document, specifically to lead and manage the music and drama provisions. Responsible for the quality and impact of the music and drama curriculum.

Music:

Key responsibilities:

- Lead and manage the provision of music across all Key Stages (3-5)
- Write and develop schemes of work for music (GCSE, BTEC's etc)
- Teach music and other subjects as appropriate.
- To contribute to the annual production and other events/functions as necessary.
- Day to day management of students and staff (including peripatetic staff)
- Music timetable and curriculum.
- To ensure high quality of teaching in music
- To ensure provision is focussed on student and academy targets
- To appreciate and support the role of other professionals.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To continually seek to develop service improvements by setting high expectations of teaching and learning standards.
- Be responsible for your own continuous professional development and participate fully in training and developing opportunities identified by the academy or as developed as an outcome of your performance management.
- To continually develop the curriculum and examination courses offered by the academy.

Drama

Key responsibilities:

- Assisting the Faculty Leader in reviewing year plans and schemes of work as required, to ensure coverage of the relevant specifications.
- Assisting the Faculty Leader in building appropriate resources including shared schemes of work.
- Assisting the Faculty Leader in administering internal and external examinations.
- Assisting the Faculty Leader in monitoring and developing teaching and learning styles.
- Assisting the Faculty Leader in monitoring and evaluating progress and achievement of groups and individuals.
- Supporting staff with behavioural management issues throughout the Academy.
- Deputising the Faculty Leader (as required) at meetings and in the day to day running of the Academy.
- Assisting with the performance management of staff within the Academy.
- Team Leader for some Academy colleagues.
- Modelling effective teaching and learning practice for colleagues.
- Strengthening Academy links within the Trust.
- Tasks specific to co-ordinating particular key stages.
- Commitment to the safeguarding of our students.

Responsible for:

- To contribute to the overall ethos, work and aims of the Academy and Trust.
- To carry out all duties in the most effective, efficient and economic manner.
- Participate fully with arrangements made in accordance with the academy trust's performance management policy.
- Perform any other reasonable duties as requested by the Principal.

Ability to:

- Communicate effectively with staff, students and parents.
- Work under pressure.
- Organise and develop effective systems.
- Relate well to young people.
- Engender trust and respect from students and colleagues.
- Prioritise and plan to ensure completion of tasks.
- Take initiative and work independently.
- Take responsibility for the personnel CPD needs.
- Work well as part of a team.
- Evaluate achievements and deliver improvement.

Skills/Characteristics

Skills

- Highly effective classroom practitioner.
- High level of ICT competence.
- Negotiations and counselling.
- Time planning.
- Problem solving.

Characteristics

- Committed to achieving success.
- Willingness to be flexible and work to meet the best interests of the academy.
- Self-motivated.
- Team worker.

Staff

- To take responsibility for own professional development and to keep up to date with research and developments in pedagogy and in the subjects taught.
- To participate in arrangements made in accordance with the Performance Management cycle.
- To participate in arrangements for further training and professional development as a teacher.
- To share corporate responsibility for the implementation of school policies and practices.
- To have a commitment to collaboration and co-operative working.
- To work as a team member and identify opportunities for working with colleagues, managing their work where appropriate and sharing the development of effective practice with them.
- To support the implementation of School policies and procedures eg Equal Opportunities, Health & Safety etc.
- To participate in the school's ITT programme where appropriate.

Achievement/Progress

- To use statistical and other information to evaluate the effectiveness of teaching and monitor the progress of those taught.
- To plan for progression across the age/ability range being taught, designing effective learning sequences within lessons and across series of lesson, informed by secure subject/curriculum knowledge.
- To make effective use of a range of assessment, monitoring and recording strategies, including writing reports in line with published deadlines.
- To know and apply the particular assessment requirements and arrangements for the year group being taught, including internal and external assessments and assessment for learning strategies.

- To maintain appropriate records and to provide relevant, accurate and up to date information using the school's data collection systems.
- To complete the relevant documentation to assist in the tracking of pupil progress.
- To mark, grade and provide written, verbal and diagnostic feedback as required.
- To establish a clear framework for class discipline in line with school policy to manage pupil behaviour constructively and promote self-control and independence.
- To know the legal requirements, national policies and guidance on the safeguarding and promotion of the wellbeing of children.
- To comply with the school's Child Safeguarding Procedures and to report concerns to the Designated Child Protection Officer.
- Have high expectations of young people including a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting supportive and constructive relationships with them.
- Know how to identify and support young people whose progress and development of well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for special support.
- To contribute to the preparation of education plans, progress files and other reports.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff according to the school's Policy.
- To contribute to PSHE and enterprise activities according to school policy.
- To register pupils accurately, accompany and supervise them in assemblies and worship activities and encourage their full participation in other aspects of school life.
- To support the school's extra-curricular offer.

Pupils

- To ensure the involvement of Pupil Voice in the production of Self Evaluation and the development of the subject.

Partnership

- To communicate promptly and effectively with parents and carers, conveying timely and relevant information about attainment, objectives, progress and well-being.
- To follow agreed policies for communications within the school and with external partners.
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner institutions.
- To contribute to the development of effective subject links with external agencies.
- To prepare and present informative reports to parents/carers and attend Parents' Evening/meetings and school events.

General Duties:

- To carry out supervisory duties in accordance with published schedules.
- To take part in appropriate meetings and events with colleagues, parents/carers, governors and external partners.
- To accept personal responsibility for supporting the general ethos, atmosphere and progress of the School.

Note:

This Job Description provides the overall strategy and remit of the post holder. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. Elements of this Job Description, and changes to it, may be agreed at the request of the Executive Headteacher or the incumbent of the post. The above must be viewed in conjunction with the relevant sections of the School Teachers' Pay and Conditions of Service document which is published annually.

Note:

This Job Description provides the overall strategy and remit of the post holder. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. Elements of this Job Description, and changes to it, may be agreed at the request of the Co-CEO's/Principal/Line Manager/ Member of the SLT or the incumbent of the post.

I have read the Job Description and agree to all the terms and conditions set out therein. I also agree to comply with all Abbey Multi Academy Trust Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Co-CEO's/Principal/Line Manager/Member of the SLT.

Name:

(Please print)

Signature:

Date:

HEAD OF PERFORMING ARTS PERSON SPECIFICATION CRITERIA					
Qualifications		ESSENTIAL		DESIRABLE	
1	Qualified teacher status for England (or equivalent)	√			
2	Relevant degree (or equivalent)	√			
3	Recent, relevant professional learning and development	√			
4	Completion of, or working towards, additional professional qualifications			√	
Professional knowledge, skills and abilities		ESSENTIAL		DESIRABLE	
1	Evidence of high expectations which inspire, motivate and challenge every student	√			
2	Evidence of track record of results that exceed expectations	√			
3	Demonstration of in-depth subject and curriculum knowledge	√			
4	Consistently plan and deliver well-structured lessons that enable all learners to make exceptional progress	√			
5	Manage behaviour effectively to ensure and foster a safe, engaging, enjoyable and outstanding climate for learning	√			
6	Awareness of the need to safeguard students' well-being, in accordance with statutory provisions and policies	√			
7	Successful involvement in self-evaluation processes and data analysis as an aid in personal and school improvement, development and change	√			
8	Successful experience in leading and managing change and innovation			√	
9	Ability to lead, motivate and develop staff and students to work independently and in teams towards a common goal	√			
10	Active involvement in the development and improvement of teaching and teaching	√			
11	Secure commitment to a clear vision and direction for the subject	√			
12	Awareness and understanding of the wider educational context and national accountability frameworks	√			
13	Knowledge of/involvement in educational research on teaching and learning			√	
14	Experienced teacher of Media/Drama	√			
15	Consistently good and outstanding teacher of Media/Drama	√			
16	Up to date knowledge of development in Media/Drama teaching	√			

17	Confident in the use of ICT to support learning	√			
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Experience		ESSENTIAL		DESIRABLE	
1	Experience of teaching Key Stage 4 Media/Drama	√			
2	Successful working relationships with students, staff, parents/carers	√			
3	Experience of school improvement planning			√	
4	Experience of monitoring classroom performance across school/Academy	√			
5	Significant, substantial and successful experience in a post of responsibility in a school/academy	√			
6	Successful experience of developing and implementing systems and structures to manage, track and evaluate policy, change and improvement.			√	
7	Experience of pastoral/tutor role	√			
8	Experience of cross curricular initiatives/projects or whole school developments			√	
9	Experience of implementing and developing curriculum change in Music/Drama			√	
10	Managing faculty finance/budget	√			
Professional Attributes, Qualities and Values		ESSENTIAL		DESIRABLE	
1	Track record of making a positive contribution to the wider life of the school/Academy and community	√			
2	Developed effective professional relationships with all	√			
3	Ability to reflect critically, and respond to, performance and feedback	√			
4	An inspirational leader, passionate about teaching and learning	√			
5	Possess personal integrity, warmth, a willingness to grow and learn	√			
6	Ability to articulate, communicate and support the ethos and values of the Academy	√			
7	Enabling the highest levels of student achievement through translating vision, ethos and values into practice	√			
8	Enthusiasm to take the Academy forward through a process of change, development and ongoing improvement	√			
9	Commitment to leadership by example	√			

10	Excellent interpersonal, written and oral communication skills	√			
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Professional Attributes, Qualities and Values		ESSENTIAL	DESIRABLE
11	High level of emotional intelligence and self-awareness	√	
12	Resourceful and creative	√	
13	Excellent time manager	√	
14	Consistently good and outstanding teacher of Media/Drama and ability to teach GCSE and A Level	√	
15	Inspire, challenge, motivate staff and pupils towards a shared vision	√	
16	Foster an open, fair and equitable culture, managing conflict where necessary	√	
17	Prioritise, plan and organise self and others across the wide range of responsibilities	√	
18	Think creatively in order to anticipate and problem solve	√	
19	Support for the Christian ethos of the Academy	√	
20	A willingness to play a full part in Academy life and activities outside the classroom	√	

The criteria will be evidenced as indicated below:

‘A’ refers to the candidate’s Application form and covering letter

‘I’ to interview

‘R’ to reference

Candidates should address at least all items marked ‘A’

Referees are asked to comment on items marked ‘R’

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.