

SCHOOL OF MUSIC, MEDIA AND PERFORMING ARTS

APPOINTMENT OF COURSE LEADER FOR A LEVEL DRAMA AND THEATRE STUDIES AND TEACHER IN PERFORMING ARTS – Ref I70590R2

Teacher required with particular responsibility for leadership and delivery of AQA A Level Drama and Theatre Studies and UAL Level 2 Performing Arts courses under the leadership of the Head of School of Music, Media and Performing Arts. In addition, the teacher will take responsibility for delivering certain aspects of the school's extensive Enrichment programme, in line with the school's mission to encourage involvement with the Performing Arts from a wide spectrum of students. The post has been created as a result of the promotion of the existing post-holder and the successful expansion of our PPP programme. We are seeking a colleague who can complement the wide-ranging skills of our current staff, whilst maintaining the positive outcomes achieved by our students and contributing to the continued development of our programme of productions and workshops.

The Performing Arts department is well resourced, housed in modern purpose built accommodation, with the use of our newly refurbished Theatre as both a teaching and performance space. The School is proud of the reputation and rapid growth of its Vocational courses which complement the tradition of success in A Level Theatre Studies, Dance, Music, Music Technology, Media Studies and Film Studies,

With a national reputation for excellence in Performing Arts, the school of Music, Media and Performing Arts offers an extensive programme of performances and workshops each year. This academic year there have been six full-scale productions to date, as well as a series of Music concerts and a very successful Dance tour to Barcelona.

This appointment is an exciting opportunity to undertake a range of teaching in a highly successful department where results are always at the top of the national league tables. Largely, the successful candidate will deliver AQA A Level Drama and Theatre Studies alongside UAL Vocational Performing Arts courses at levels 2 and 3. It is also expected that the successful candidate will make a strong contribution to the public performances of the school.

The college's management has made a strategic decision to give Music and Performing arts a key role in Runshaw's development. A large number of pupils in partner high schools play instruments, appear in local theatrical, performance and dance events. Music and Performing arts have a central role in the life of the college and a positive influence on the ethos of the whole college community and each year a high proportion of our students' progress to the most prestigious HEIs in the country.

At Runshaw, we do believe that teaching and learning is by far the most important activity in the college and we actively support our teaching staff and the work they do with our learners. They are supported by:

- Pastoral support tutors, aided by evening guidance workers, to support teachers to follow up pastoral problems for 16-19 students, including the telephoning of parents
- Sympathetic timetabling to avoid a spread of too many different courses and levels and the inclusion, where possible, of repeat lessons

- A very supportive organisational structure with each teacher supported by his/her team and School
- Subject/course based staff workrooms located nearby to subject/course suites of classrooms
- 'Staff havens' that are, quiet, well-equipped rooms, in addition to staff workrooms where staff can work in peace and without interruption
- The use of ILT and supported self-study packs and other strategies to put more responsibility on students for their learning
- The use by each teaching team of common schemes of work and shared teaching and learning resources which have been developed by the team
- An invigilation team which means that teaching staff are not involved in general invigilation
- Significant in class support from education support workers
- Local administrative and pastoral support
- A special programme of support for Newly Qualified Teachers (NQTs)
- Access to the same benefits that apply in schools for NQTs and for teachers in shortage subjects
- A holiday entitlement which matches that of sixth form colleges
- A comprehensive professional development programme which includes in-house provision as well as externally organised events
- Salary scales which are among the best in the post-16 sector
- Prominence given to the development of teaching methodologies and curriculum development
- A college ethos which focuses on valuing learners as individuals and supporting them to fulfil their potential

The post offers an exciting opportunity to develop your career in a dynamic and supportive environment. We are grateful for your interest in the College and hope that having read this information, you will be encouraged to apply.

Martin Gaskell
Head of School of Media, Music and Performing Arts

JOB DESCRIPTION

JOB TITLE: Course Leader for A Level Drama and Theatre Studies / Teacher in Performing Arts – Ref I70590R2

UPDATED: October 2017

RESPONSIBLE TO: Head of School: Music, Media and Performing Arts

The description of key duties is a guide to the work that you will initially be required to undertake. They may be changed from time to time to meet changing circumstances and are reviewed in the Performance Management Process.

KEY DUTIES
TEACHING RESPONSIBILITIES
<ul style="list-style-type: none">• Plan, prepare, teach and assess as required by your line manager
<ul style="list-style-type: none">• Develop resources for to the course/subject including maintaining effective links across College for resources
<ul style="list-style-type: none">• Deliver enrichment and enhancement activities including accompanying students on external visits
<ul style="list-style-type: none">• Be up to date in teaching and your subject area
STUDENT RESPONSIBILITIES
<ul style="list-style-type: none">• Manage the behaviour and discipline of students
CURRICULUM DEVELOPMENT
<ul style="list-style-type: none">• Engage in Curriculum development activities, individually and as a team to develop and improve the curriculum
<ul style="list-style-type: none">• Be responsible for curriculum planning, development and implementation in your course/subject
QUALITY
<ul style="list-style-type: none">• Be actively involved in the College's continuous improvement culture
<ul style="list-style-type: none">• Participate in standardisation and moderation as required
<ul style="list-style-type: none">• Be responsible for verification and moderation of the course/subject
<ul style="list-style-type: none">• Lead a Continuous Improvement Team (CIT) in your course/subject
<ul style="list-style-type: none">• Ensure provision is totally aligned with best practice nationally
ADMINISTRATION
<ul style="list-style-type: none">• Maintain comprehensive, up to date, course/subject records
<ul style="list-style-type: none">• Be responsible for the appropriate administration for exam entries for the course/subject and liaise with external exam awarding bodies as appropriate

ROLE SPECIFIC
<ul style="list-style-type: none"> • Ensure successful outcomes for all A Level Drama and Theatre Studies students
<ul style="list-style-type: none"> • Lead UAL L2 Performance and Production Arts to ensure success for all and high levels of progression to level 3
<ul style="list-style-type: none"> • Contribute to the extensive array of public performances that take place – direct annually a large-scale production and lead on schools' tours as required
COLLEGE RESPONSIBILITIES
<ul style="list-style-type: none"> • Participate in Performance Management and professional development activities as required
<ul style="list-style-type: none"> • Value diversity and promote equal opportunities
<ul style="list-style-type: none"> • Work within health and safety guidelines and be aware of your responsibilities for health and safety
<ul style="list-style-type: none"> • Adhere to College policies and procedures, including data protection
<ul style="list-style-type: none"> • Share in the corporate responsibilities for the wellbeing and discipline of all students according to college guidelines
<ul style="list-style-type: none"> • Be responsible for safeguarding and promoting the health and welfare of children, young people and vulnerable adults

PERSON SPECIFICATION

TEACHER /COURSE LEADER

CRITERIA	ESSENTIAL or DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS		
GCSE Maths and English Grade A* - C or equivalent or willingness to work towards these qualifications	E	Application form/Interview
Certificate in Education, PGCE or equivalent	E	Application form
Degree in a relevant subject area	E	Application form
A willingness to undertake appropriate Continuing Professional Development	E	Application form/Interview
Related industry experience	D	Application form / interview
TRAINING, EXPERIENCE AND KNOWLEDGE		
Successful teaching experience in A level Drama and Theatre Studies, demonstrating excellent outcomes	E	Application form, Interview and Lesson Observation
Successful teaching experience on vocational Performing Arts courses	E	Application form and interview
Demonstrate a student centred approach to teaching	E	Application form
Teaching experience on UAL Performance and Production Arts courses	D	Application form
PERSONAL SKILLS AND ATTITUDES		
Display initiative, be positive and friendly	E	Interview
Demonstrate a commitment to equal opportunities, customer care and quality assurance	E	Interview
Display energy and enthusiasm	E	Interview
Possess excellent communication skills	E	Interview
Possess high standards and be conscientious	E	Interview
Be a team player	E	Interview
Demonstrate a commitment to the process of continuous review and improvement	E	Interview
Suitable to work with children, young people and vulnerable adults	E	Interview/ Employment Checks

SUMMARY OF MAIN TERMS AND CONDITIONS

TEACHER/COURSE LEADER

SALARY	Up to £39,208 per annum dependent upon qualifications and competencies
WORKING HOURS	You will be required to work such hours as are reasonable for the proper performance of your duties and responsibilities, normally 37 hours per week
PENSION SCHEME	You are entitled to join the Teachers' Pension Scheme. Further details are available at www.teacherspensions.co.uk
HOLIDAYS	Your holiday entitlement is similar to 6th Form Colleges.
SAFEGUARDING	<p>The College is committed to Safeguarding and protecting the health and welfare of children, young people and vulnerable adults.</p> <p>In order to check an individual's suitability to work in an educational environment, the successful applicant will require a DBS (Disclosure and Barring Service) Certificate.</p> <p>All applications for DBS certificates are dealt with in accordance with the DBS's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates.</p> <p>Visit www.homeoffice.gov.uk/dbs for a copy of the Code of Practice. Copies of the College policies are available on the College's website at www.runshaw.ac.uk</p>
PAYMENT	Your salary will be paid on the last working day of each month by BACS transfer.
SMOKING	Smoking is not permitted on College premises except in designated smoking areas.
HEALTH	Appointments to the College are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical.
PROBATION PERIOD	This post is subject to the successful completion of a 12-month probation period.
NOTICE	<p>You may terminate your employment in writing which should be received by: -</p> <p>28 February in order to finish 30 April 31 May in order to finish 31 August 30 October in order to finish 31 December.</p>
FLEXIBLE WORKING	The College operates a Flexible Working Policy that includes Job Share.

Deadline for receipt of application forms is 12 noon, Friday 20th October 2017

Approved: ...Martin Gaskell.....

Date: ...01.09.17.....