



The
Ongar
Academy

SUBJECT LEADER: DRAMA INFORMATION FOR CANDIDATES



INSPIRING EXCELLENCE

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APPOINTMENT OF SUBJECT LEADER: DRAMA

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| SCHOOL | The Ongar Academy |
| TELEPHONE | 01277 500990 |
| WEBSITE | www.theongaracademy.org |
| SALARY | Main Scale + TLR (discussed at interview) |
| START DATE | April 2018 |

SELECTION ARRANGEMENTS - THE PROCESS

Thank you for your interest in the post of **Subject Leader: Drama** for **The Ongar Academy**.

We would encourage you to apply for this post on-line. You can access The Ongar Academy website from any computer, download an application form and then forward it via email to admin@theongaracademy.org. When you apply online we will send you an acknowledgement within two days confirming that your application has been received.

Please do not complete the form on an Apple Mac as the saved form will not be compatible with our software.

If you are shortlisted, you will be contacted with further details prior to interview. If you are unsuccessful, we will also inform you in writing.

Please let us know where you saw this post advertised.

CLOSING DATE: 1 FEBRUARY 2018

INTERVIEW DATE(S): TBC

Please be aware that as the applicant you are responsible for ensuring that your application reaches us before the stated closing date, as late applications may not be accepted.

REFEREES

In order to comply with the guidance on safer recruitment, you are requested to provide referees in line with the following guidance:

- One reference from your current employer
- One reference from your previous employer if employed by them within the last 5 years, otherwise one from another suitable professional.



The Ongar Academy

The Ongar Academy
Fyfield Road
Ongar, Essex
CM5 0AN

www.theongaracademy.org
admin@theongaracademy.org
01277 500990

LETTER FROM HEADTEACHER

January 2018

Dear Applicant,

Thank you for your interest in the post of Subject Leader: Drama at The Ongar Academy. I hope the enclosed pack will be of interest to you and look forward to receiving your completed application.

The Ongar Academy is a new academy, opened in 2015. We were heavily oversubscribed for September 2016 and our multi-million pound, state of the art buildings are now open and fully functioning. We boast wonderful facilities and we are highly in demand with over 380 applicants for 120 student places each year.

Our motto is 'Affectare ad Optimum' – 'Aspire to Greatness' and we ask this of all our students and staff. As part of The Ongar Academy team, you will be able to undertake a range of different tasks and be open to continually developing your expertise as part of our wider school investment in staff development.

We pride ourselves in how we develop and nurture our new staff. No matter how much experience you possess, we will sharpen your practice and prepare you well for the next step in your career. We are well known for 'growing our own' leaders and several founding staff now follow leadership roles in the school.

As a new member of staff you have access to many benefits including a new laptop and a Health & Wellbeing package.

You will have a key role in the school as the academy grows and matures, facilitating your subject and assisting the SLT and trustees in the development of the vision for the school.

I hope that you will find this recruitment pack useful.

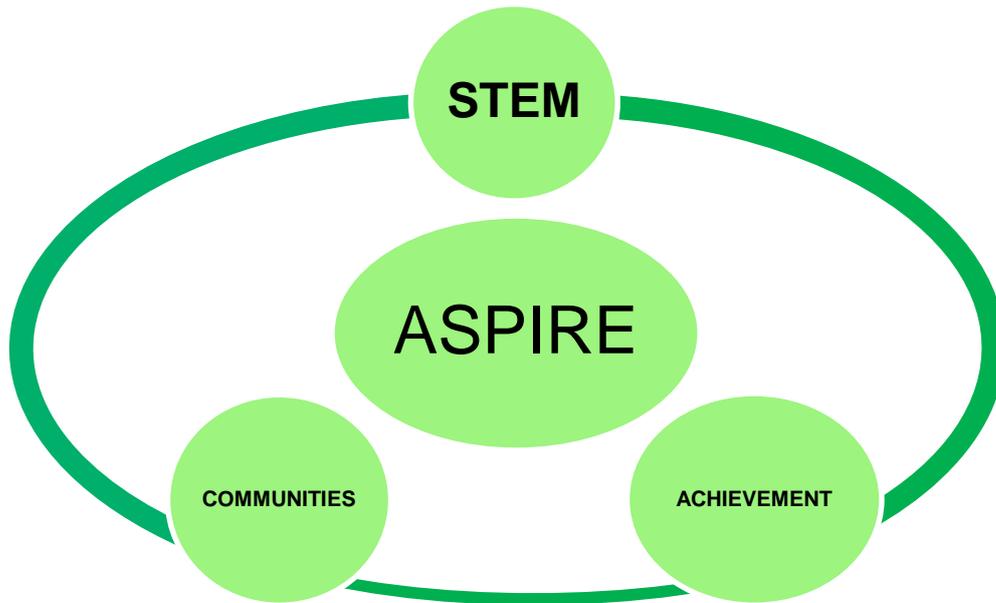
I would be very happy to meet and talk with you personally if you require any further information.

Yours sincerely

Mr David Grant
Headteacher

Our Vision

The vision of our school is epitomised by our mission statement “Inspiring Excellence”.



The school will encourage its students to ASPIRE:

Achieve

Support

Participate

Innovate

Respect

Enjoy learning together



The **Ongar** Academy

SUBJECT LEADER JOB DESCRIPTION

Job title: Subject Leader
Reports to: Faculty Leader
Date: 2017

1 Purpose of Job

- To take responsibility for the leadership and management of the subject area
- To ensure the effective learning of students taught
- To ensure effective pastoral care of students in designated form group
- To contribute to the wider success of the Faculty and the school
- To promote and be involved in extra-curricular activities and the wider life of the school community

2 Main Areas of Responsibility (in addition to those of a Classroom Teacher/Form Tutor)

Impact on educational progress beyond assigned students

- Be responsible for leading and developing an ethos of improvement and self-evaluation within the subject
- Set and monitor subject targets, within whole school targets. Intervene and act as appropriate to ensure that subject and whole school targets are met
- Identify subject development priorities and contribute to the writing and monitoring of the Faculty Annual Development Plan
- Contribute to the leadership and management of faculty reviews
- Reflect on and evaluate the effectiveness of the team
- Monitor students' behaviour, taking action as appropriate, and ensure that teachers adhere to procedures of the school's Behaviour for Learning policy
- Maintain an overview of parental contact, ensuring regular contact as needed
- Interrogate and use data including TGs, TLs, WAGs and WALs to track individual student performance and progress, and that of specific groups of students, ensuring that students achieve at or beyond their TG/Ls
- Be responsible for extra-curricular clubs, activities and enrichment opportunities within the subject

Lead, develop and enhance the teaching practice of others

- Create and maintain a team and school ethos
- Ensure that schemes of learning are in place
- Use meetings to share good practice, moderate, train and disseminate information
- Offer CPD to the team and across the school in an area of expertise

- Provide regular opportunities for less experienced teachers to see you teach
- Develop teaching strategies to engage all students and maximise their potential
- Lead, coach and support colleagues (including NQTs, ITTs, Schools Direct (salaried) Trainees, OTTs)

Have accountability for leading, managing and developing the subject

- Communicate the school vision to members of the team
- Lead, motivate, support and develop all colleagues
- Undertake performance appraisal, in line with the school policy
- Undertake subject self-evaluation within a planned cycle of regular observation/feedback to colleagues, work scrutiny and interviews with students, in line with the school self-evaluation routines
- Ensure the smooth-running of all related examinations, through close liaison with the Examinations Officer
- Contribute to the Faculty Annual Development Plan, linking subject priorities to whole school priorities
- Be an agent for change, implementing whole school initiatives which support the raising of student attainment and achievement (including A,G&T, AfL, varying learning styles)
- Lead innovation in learning by keeping abreast of subject developments, engaging with school-wide learning initiatives and leading these within the team
- Monitor subject and individual student targets and progress through assessment of planning, record keeping, marking, teaching progress, homework and assessment across the subject, maintaining a central record of baseline and subject assessment data and targets to monitor the progress of students and the effectiveness of the team
- Conduct an annual review of the curriculum offered at all levels
- Lead subject meetings – identify the purpose, circulate an agenda and minutes
- Following each reporting cycle, check the standard of teachers' reports, review assessment data and co-ordinate follow-up across the subject
- Following each student tracking session, review the outcomes and implement strategies as appropriate
- Be available for consultation, by phone, on A/AS Level and GCSE results days; ensure that the appropriate line manager has contact details
- Manage the delegated budget for the subject in order to resource the curriculum effectively
- Participate in recruitment and retention of teaching staff as required
- Contribute regularly to the school newsletter, including the submission of photos, and ensure that the subject's work is well represented in the newsletter
- Undertake subject specific responsibilities, as discussed with the line manager

3 Line Management

- The line manager will be identified on appointment and will carry out the postholder's performance appraisal. Line management might change as a result of staff changes/post changes.
- Formal line management meetings will take place at least half termly and on an ad hoc basis at the request of either the line manager or the postholder.

- Where the line manager is not the Faculty Leader or Year Leader, a teacher will also report to these staff for their teaching and form tutor responsibilities

4 Supervision

- The majority of this work will be undertaken entirely without supervision. Matters of policy are discussed as the need arises with the line manager and Year Leader, by whom work is also monitored.

5 Safeguarding Children

- The school is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification.
- All posts in a school are deemed to have a high degree of contact with children and are, therefore, exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the pre-employment checking process. Additional information about the Disclosure and Barring Service and the checking process is in the guidance notes accompanying the application form.

6 Additional Information

- All employees will need to confirm their right to work in this country, or seek sponsorship to work via the school, where appropriate.
- The Ongar Academy and its Governing Body are committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation.
- This is a job description only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment, after consultation with the postholder.

7 Contracted Hours and Pay Scale

- Please refer to the Pay Policy as well as current offer letter and contract.

Recruitment and Selection Statement

1. The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other workers in the school to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.
2. This school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.
3. The school will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
4. The school will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed to the school.
5. The following pre-employment checks will be required:
 - receipt of at least two satisfactory references*
 - verification of the candidate's identity
 - a satisfactory Disclosure and Barring Service (DBS) disclosure
 - verification of the candidate's medical fitness
 - verification of qualifications
 - verification of professional status where required e.g. QTS status (unless properly exempted)
 - the production of evidence of the right to work in the UK.

NB It is illegal for anyone who is barred from working with children to apply for, or work in a school in any voluntary or paid capacity.

* In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. The school will liaise with you and where they agree to defer in such cases, referees will be contacted immediately after interview and before an offer of employment is made.

6. The school will keep and maintain a single central record of recruitment and vetting checks, in line with Department for Education requirements.
7. The school requires all staff and volunteers who are convicted or cautioned for any offence during their employment to notify the school, in writing of the offence and penalty.
8. All posts within the school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure. A previously issued Disclosure and Barring Service Disclosure Certificate will only be accepted in certain restricted circumstances.

The School is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s). The School's Recruitment (Pre-employment checks) Procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This School is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

A copy of the School's Safer Recruitment Policy is available from the school upon request.

The Ongar Academy and its Governing Body are committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation.