

THE HOLT SCHOOL

Holt Lane
Wokingham
RG41 1EE

Tel: 0118 978 0165

holtschool@holt.wokingham.sch.uk

www.holtschool.co.uk



Head of Drama **Full Time - Permanent** **Starting Date September 2019**

Main pay range/upper pay range depending on skills and expertise demonstrated at interview

TLR 2b £4,529

Would suit an experienced teacher looking for their first leadership post

If you are passionate about inspiring students to achieve their full potential we would encourage you to apply. Visits prior to application are warmly welcomed.

Opportunities are available to benefit from personalised pathways of CPD including coaching and leadership training for middle and senior leaders.

The successful candidate will:-

- be passionate about drama
- have a proven track record of excellence in teaching
- be willing to participate in aspects of wider school life

We can offer:

- teaching across Key Stages 3 and 4
- staff able to leave site during their PPA periods
- Cover Supervisors used to ensure "rarely cover"

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school. Further details and an [application form](#) are available from the school [website](#)

Prospective applicants are welcome to telephone Mrs Diane Hampton HR Manager for more information about this post and to arrange a visit.

The Holt 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 full Disclosure and Barring Service Check.

Closing Date: 9am Wednesday 24th April 2019

Interview Date: 30th April 2019

About the School

Thank you for your interest in applying for a post at The Holt School.

The Holt is an “Outstanding” (OFSTED June 2008) girls’ comprehensive school with an eighth form entry in the main school and a co-educational sixth form making a total roll of 1253. The Holt is one of 11 secondary schools in Wokingham town.

The school, situated on the western side of the town, was founded in 1931. The original school was an old Dower House dating from 1648. This house is now used chiefly for administrative purposes. The shrubbery and gardens, together with playing fields extend to 13 acres and form a pleasant setting for the school.

The Holt maintains a number of traditions and extols traditional values whilst at the same time embracing change. As well as the broad and balanced formal curriculum, students at The Holt enjoy a rich and varied extra-curricular programme. We are very fortunate to have an extremely talented and hardworking staff all of whom are committed to providing the best possible education both in and outside of the classroom. Teaching and support staff give generously of their time to provide a wide range of enrichment activities. As a school with a global outlook, we actively encourage all our students to step outside “the Wokingham bubble” and experience other cultures through exchanges, trips and expeditions. Relationships between staff and students are excellent and across the whole school community there is an atmosphere of mutual respect.

The school’s success is a reflection of the dedication from its staff as well as the hard work from the students. The examination results at GCSE and ‘A’ level are amongst the best in the county. Most students go on to take 10 GCSEs and 90% of students achieve 5 or more standard passes including English and Maths at Level 4. ‘A’ level results are excellent with 58% of entries achieving A*AB and 31% A*A.

The school operates a 50 period fortnight with teachers on the main scale teaching 42 periods. This enables us to provide a balanced curriculum in Key Stage 3 and to increase option choices in Key Stage 4.

INSPIRE - CHALLENGE - ACHIEVE

“To inspire all members of the Holt community by **challenging** them to maintain a safe and caring environment in which they **achieve** success whilst preparing for a future in an ever changing global society.”

We have a staff of over 130: 88 teachers (some part-time) and 50 support staff (administrators, technical support, technicians, cover supervisors, learning support assistants, site team and lunchtime supervisors).

There is an excellent programme of training and professional development in which all staff are encouraged to participate. Personalised pathways of CPD including coaching and leadership training for middle and senior leaders.

Please contact us if you have any questions or to arrange a visit.

We look forward to hearing from you and to receiving your application.

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. All posts are subject to an enhanced Disclosure and Barring Service Check.

The Drama Department

Results in drama are very good with 89% 9-4 at GCSE. KS3 results are outstanding and above the national average.

Departmental Staffing

Our enthusiastic drama department comprises a Head of Department, who oversees KS3 and 4 and part time specialists. The department has a high profile within the school and the team work very closely together, supporting each other and sharing resources.

Faculty Accommodation

The department offers excellent accommodation. There is one drama studio and a further large specialist area. Drama is situated in a block with art and music to aid cross collaboration.

Drama Teaching

Classes are taught in tutor groups in Year 7 and 8 and are set against English in Year 9. At KS4, classes are taught in mixed ability option blocks. We follow the AQA syllabus for GCSE.

Extra-Curricular

The department has a strong ethos for extracurricular opportunities. These include various clubs and house events throughout the school. These are all hugely popular events with our students. There are plans for a school production in conjunction with the music department in the next academic year.

THE HOLT SCHOOL JOB DESCRIPTION



Job Title:	Head of Drama	Name:	
Reports to:	Assistant Headteacher	Issued/Reviewed:	March 2019
Pay Scale:		FTE : 1.0	
Employment Status	Permanent		
Allowance:	TLR 2b		

To be line managed by:

1. **Teaching and Learning:** (37 /50 teaching periods)

- To promote a Growth Mindset at all times
- To be responsible for the planning lessons using Higher Order Thinking Skills (HOTS), and delivery and assessment of differentiated, challenging lessons
- To prepare students for external/internal exams and qualifications; ensuring exam board requirements are met
- To be involved in the setting/marking of home learning projects, assignments and/or coursework/Controlled assessment in line with department/faculty policy using FROG.
- To provide accurate, developmental written and oral feedback to students and ensure there is an opportunity for feedback and improvement time (FIT)
- Communicate effectively with parents through reports, reviews; parents consultation evenings, with pastoral team including Tutors/ and with HoD/HoF
- To take all reasonable steps to ensure the safety of students and report any concerns / disclosures at the first opportunity
- To foster positive relationships with students in your classes
- To monitor attendance.
- To support HoYs and the SENCO by completing requests for information and commentary for students who are "on report", for 'round robins' or for SEN annual reviews or exam concessions assessments. To use the school's Curiosity, Perseverance and Reflection (CPR) system to recognise hard work, effort and positive learning behavior
- To use the school's B4L policy to maintain the highest standards of behavior at all times

2. **Additional Responsibilities – TLR**

- To contribute to leadership of teaching and learning across the school
- To be a role model and the arbiter of standards in Drama; undertaking regular departmental evaluation through data analysis, work sampling, lesson observations, student questionnaires all of which are used to inform improvement planning
- To share the vision for the school and your vision for Drama
- To support all members of your department / faculty whilst ensuring that they adhere to Section 1 above.
- To be fully involved in the interview process for your department/faculty and to support new colleagues' induction
- To manage the budget ensuring resources are available as required
- To ensure the safety of students in Drama and ensure up to date risk assessments are in place
- To communicate effectively with all stakeholders
- To promote high standards of learning and teaching through the sharing of best practice and utilizing new technologies where appropriate
- To co-ordinate meetings which have a published agenda and are minuted.
- To oversee all curriculum matters in Drama including SoW, home learning and examination specifications
- To liaise with the timetabler regarding the blocking, staffing and rooming of your curriculum area
- To promote your subject at GCSE / A Level.

3. Pastoral Support

- To be a form tutor and foster a positive relationship with students
- To communicate with the Head of Year and Student Support
- To take the register and refer any students for whom you have concerns over attendance and punctuality.
- To ensure Daily Briefing is available to students and pass on all information/letters as required
- To support each member of the tutor group through academic mentoring three times a year.
- To ensure that the registration activities follow the timetable set by the Head of Year including TftW.
- To provide written reports on personal, social and academic progress as requested
- To monitor academic performance using the information provided from termly reviews with special attention to those with EAL, SEN, PHA and the disadvantaged
- To encourage students' involvement in extracurricular activities and support House activities as appropriate

4. Professional Development

- To actively engage in the Performance Management process
- To participate in CPD activities in school
- To pursue own interests and development by keeping up to date with subject knowledge and teaching methods.

5. Life of School

- To support the ethos of the school through the Mission Statement
- To comply with the School's Health and Safety Policy
- To carry out duties as published
- To attend meetings within the directed time.

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Co-Headteachers may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: Date:
Post Holder

Signed: Date:
Co-Headteacher

Person Specification: Head of Drama Department	Essential	Desirable
Education and Experience		
Good honours degree	✓	
Qualified Teacher Status	✓	
Record of continuing professional development	✓	

Knowledge		
Excellent subject knowledge and passion for subject	✓	
Knowledge of National Curriculum and initiatives	✓	
Good knowledge of pedagogy	✓	
Knowledge of effective assessment strategies	✓	
Knowledge of how to use data for target setting	✓	

Skills		
Good classroom practitioner using effective behaviour management and a range of learning strategies	✓	
Ability to inspire and motivate students	✓	
Creativity, energy and enthusiasm	✓	
Flexible and adaptable	✓	
Excellent relationships with students and colleagues	✓	
Good communication orally and written	✓	
Good IT skills	✓	

Committed to:		
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
Raising the profile of your subject with the school and community	✓	
Promoting and safeguarding the welfare of students	✓	