



The Queen Katherine School



Information for Candidates

Head of Performing Arts / Second in
Foundation Faculty

September 2019



MULTI
ACADEMY
TRUST





The Queen Katherine School

The Queen Katherine School is a mixed 11-18 comprehensive school, with 1100 students on roll. We are genuinely inclusive, catering for students of all abilities and aptitudes from our mixed socio-economic area. The school converted to academy status in 2011 and became a Multi Academy Trust in 2013. There are 178 members of staff, 100 teaching and 78 support staff. KS4/5 students from Sandgate Special School are co-located on the school site with plans for a similar development at KS3 in 2019.

The school is a strong community, built on excellent relationships. Staff and students enjoy a high degree of trust and there is a genuine warmth and support in the school. Our students like to learn, enjoy school and work positively with their teachers. We benefit from supportive parents, governors and there is an active parents' association. We are proud of all our students and staff and celebrate with our PRIDE ethos across the school.

QKS staff enjoy working here and many stay with us for a long time. We have developed a strong programme of school focused CPD and use alternate Wednesday afternoons for development work through our Teaching and Learning Communities and Departmental Development Time, giving departments time to plan together.

We have many effective departments with good and outstanding teaching and learning, but it is also possible to find teaching that requires more challenge, greater differentiation and an increase in pace.

Our A level results regularly place us in the top 5% of schools for value added outcomes in the UK and have been in the top 10% for the past ten years. These results are reflected in the destinations of sixth formers – this summer 66% of our students went into degree courses – 28% to Russell Group. Our sixth form numbers allow us to maintain both breadth and choice.

At GCSE level our Progress 8 scores have been positive in both 2017 and 2018. We pride ourselves on a broad and balanced curriculum. Students start to personalise their choices from Year 9.

The pastoral system is based on a year structure, each team led by a non-teaching Head of Year. These teams are led by support staff. We believe Heads of Year and form tutors are key players in monitoring and raising achievement, contacting home and offering support when necessary and praise when earned. We benefit from the additional support of specialised staff. These include a family support worker, an Attendance and Inclusion manager, two student support mentors for KS3 and KS4, two counsellors and numerous external agency staff.

Provision for out of school enrichment activities is tremendous at QKS and many students enrol for the activities on offer as much as for our academic success. Our PE department is involved in sport at local, county and national level. We offer a wide range of visits and activities including Duke of Edinburgh Bronze for all students in Year 9 with many continuing to Silver and Gold level. Performing Arts is exceptionally strong within the school, with large numbers taking part in a wide variety of concerts, celebration evenings and productions.

Jon Hayes
Headteacher

Performing Arts Department

Performing Arts at The Queen Katherine School is a core component of our curriculum offer. At a time when schools are reducing the opportunities for students to develop their creativity and ability to express themselves, we have protected and invested in Dance, Drama and Music. Our facilities are exceptional with a purpose-built music suite with many practice rooms, a dance studio and two bespoke drama studios.

Our annual School Musical and annual Dance Evening is performed at the local Brewery Arts Centre and often involves 150+ students. In addition, there are many smaller scale productions performed in the drama studios. Students are consistently successful in auditioning for regional and national dance companies. There are frequent concerts involving choir, wind band, orchestra and contemporary bands – all musical tastes are catered for.

The position of Head of Performing Arts/Second in Foundation Faculty, offers a unique opportunity for the right candidate to take this department to the next level and build upon the current successes and strengths. There will be further appointments made to the department prior to September 2019 due to retirements and relocations and the successful candidate will want to be fully involved in this process, to help shape and build the team that they will lead, to achieve their vision for Performing Arts at The Queen Katherine School.

Uptake and results in all three disciplines are very strong with post-16 qualifications being offered in all areas. In 2018, Drama was the second most highly performing department in terms of progress with 4+ 96% and 7+ 69% (currently studying AQA at GCSE and AQA Theatre Studies). GCSE Dance 4+ 80% and 7+40% (currently studying AQA at GCSE). GCSE Music 4+ 83% and 7+ 39% (currently studying Edexcel at GCSE and A Level).

Our students are lively, enthusiastic and cover the full ability range. We have some who have danced, performed and played from a young age and others who have never had those opportunities, you will want to encourage every student to develop their talents and pursue their artistic dreams.

The position also offers a wider school leadership opportunity through the Second in Foundation Faculty role. The school is organised into five faculties each led by an outstanding Head of Faculty. The Foundation Faculty incorporates Performing Arts, Art, Technology, PE, Business and Computing and is the largest and most varied Faculty in the school. The successful candidate will work with the Head of Faculty to continue to improve standards across all these subject areas; coaching staff to improve their classroom practice, delivering CPD to support students' progress, devising the right policies and systems to deliver the highest quality education experience for our young people, balanced with supporting staff workload and evaluating the impact of their leadership on the outcomes of our students.

We are looking for an inspirational and exceptional classroom teacher who has the ability to lead by example and demonstrates all the values that make us Proud to Belong to QKS.

Applications are welcome from energetic enthusiastic leaders who have a clear vision of what the Performing Arts Department would like to offer our students and an understanding of how that vision will be realised in what is an exciting time to join the school and take on board this unique opportunity.

Responsible to:

**Foundation Faculty Lead
Headteacher and Deputy Headteacher**

Person Specification

Head of Performing Arts/Second in Foundation Faculty

	Essential	Desirable	How Assessed
Teaching Qualification	✓		Application Form; Interview
Graduate and QTS	✓		Application Form; Interview
Up to date knowledge and understanding of the curriculum and assessment, reporting and recording procedures relating to Performing Arts	✓		Application Form; Interview
Recent experience of leading or assisting with leading a department	✓		Application Form; Interview
Outstanding classroom teacher	✓		Application Form; Interview; References
Belief in students' ability to succeed	✓		Application Form; Interview; References
Creative leader who has an ability to share a vision and be able to plan and communicate to others how to get these.	✓		Application Form; Interview; References
Ability to act on advice and be open to coaching	✓		Interview; References
Dedication and commitment	✓		Application form; Interview; References
Openness to innovation and improving own practice	✓		Application form; Interview; References
Ability to collaborate and work co-operatively	✓		Interview; References
Ability to effectively use ICT to support students	✓		Application Form; at interview
Commitment to extra-curricular activities	✓		Interview; References
Understanding of diverse teaching and learning styles	✓		Application form; Interview
Ability to motivate students of all abilities	✓		Interview; References
Able to present evidence of improving outcomes for students	✓		Application form; Interview; References
Ability to meet deadlines	✓		Application form; Interview; References
Ability to teach to Advanced Level	✓		Application form; Interview; References
Ability to relate well with students, staff and parents	✓		Interview; References
Understanding of behaviour management techniques and of the relationship between teaching and behaviour	✓		Application form; Interview; References
Understanding of safeguarding issues and promoting the welfare of children and young people	✓		Interview
Suitability to work with children	✓		Application form; Interview; References

Head of Performing Arts/Second in Foundation Faculty

Job Description

Context

All Teaching Staff are expected to meet and demonstrate the relevant National Standards for Teachers available at:

<https://www.gov.uk/government/publications/teachers-standards>

Purpose

To deliver the highest quality of Teaching & Learning through being an effective teacher who challenges and supports all students to achieve their best by:

- Inspiring trust and confidence in students and colleagues
- Building team commitment amongst students and colleagues
- Engaging and motivating students
- Analytic thinking
- Taking positive action to improve the quality of students' learning
- Demonstrates pride in belonging to The Queen Katherine School

Main Duties and Responsibilities

1. To lead and manage the Performing Arts Department effectively, ensuring high quality teaching and learning, assessment and student progress.
2. To maintain and develop the high profile of the Performing Arts Faculty within school and the local community.
3. To maintain a thorough and up-to-date knowledge of the teaching of your subject(s) and to take account of wider educational developments relevant to your work
4. To plan lessons and sequences of lessons to meet the individual, personal and academic developmental needs of students and so build their capacity as independent learners
5. To undertake an appropriate teaching timetable, within the Department and to provide cover for absent colleagues
6. To use and analyse information based upon prior attainment data and benchmark examination performance data to establish and set expectations, targets and action plans for students in performing arts
7. To assess, monitor and record progress of students in your teaching groups; giving them constructive feedback and advice

Job Description cont'd ...

Main Duties and Responsibilities

8. To enable students to achieve relative to their prior attainment and to make progress as good or better than similar students nationally
9. To communicate and discuss students' progress with parents and, where appropriate, to communicate and cooperate with persons or bodies outside the School
10. To take responsibility for your own Professional Development within the context of the School's Continuing Professional Development policy, and use the outcomes to improve your teaching and your students' learning
11. To ensure the effective and efficient deployment of classroom support
12. To maintain high standards of display and care of furniture and fittings in teaching rooms, offices, prep rooms and changing rooms where applicable
13. To alert appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
14. To use a range of appropriate strategies and follow School policies for teaching, behaviour management and classroom management

Departmental and School Wide Duties

1. To cooperate with colleagues to ensure a sharing and effective use of resources to benefit the School, department and students and inform the process of ordering and allocation of equipment and materials by assisting the team leader(s) in resource management.
2. To assist the Head of Faculty in monitoring and improving the quality of teaching, learning, assessment and feedback across all subject areas within the Faculty and lead on agreed specific areas
3. To take an active part in discussion and decision-making processes in the department
4. Take responsibility for such departmental administration and other tasks as are negotiated through the established departmental procedure
5. Oversee development of Schemes of Work, teaching resources and assessment programmes
6. To take part in marketing and liaison activities, such as Open Evenings, Parents' Evenings, review days and liaison events with partner Schools, and to contribute to the development of effective subject links with external agencies
7. To follow agreed policies for communications in the School
8. To engage actively in the School's appraisal process
9. To make an active contribution to the development of the School's policies, including team development plans and the overall School Improvement Plan

Job Description cont'd ...

10. To contribute to the process of School Self-Evaluation as it relates to School Improvement and Ofsted requirements, taking full account of quality standards and performance criteria
11. Promote good relationships with students and parents.
12. To ensure that an extensive and varied extra curricular offer is available to students of all ages and abilities providing suitable community events that showcase the talents of our students.

School Ethos and Values

1. To conduct oneself in a manner befitting a teacher at all times, ensuring behaviours that display positivity to others
2. To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students of the School
3. Promote the health, welfare and emotional well-being of all students
4. Promote equality of opportunity for all students and staff

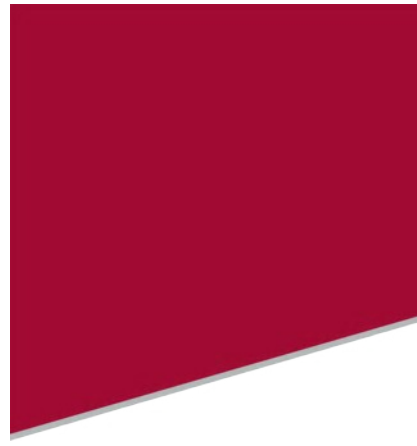
Other Duties

1. To support the achievement of the School's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required
2. To follow the School's ICT policy for safe use of ICT
3. To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the School's safeguarding policies
4. To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person
5. To work in compliance with the Codes of Conduct, Regulations and policies of the School and its commitment to equal opportunities
6. To comply with the School's Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual
7. To undertake any other duties not detailed above as specified in the School Teachers' Pay and Conditions document.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

How to apply



Your application should include:

Please complete the QKS application form. A supplementary letter of application not exceeding two sides of A4 should accompany your completed application form. Your letter should briefly explain how your educational philosophy and experience influence your own teaching.

Candidates will be shortlisted and appointed solely on the extent to which they meet the requirements set out in the person specification.

If you would like to speak to a senior member of staff about the role, please contact:
Tracy Houlden, HR Manager, on 01539 743900. Tracy.houlden@queenkatherine.org

Please note that only the candidates invited for interview will be contacted. If you do not hear from us and would like feedback, please contact the HR Manager on the above number.

Please apply via our website: www.queenkatherine.org

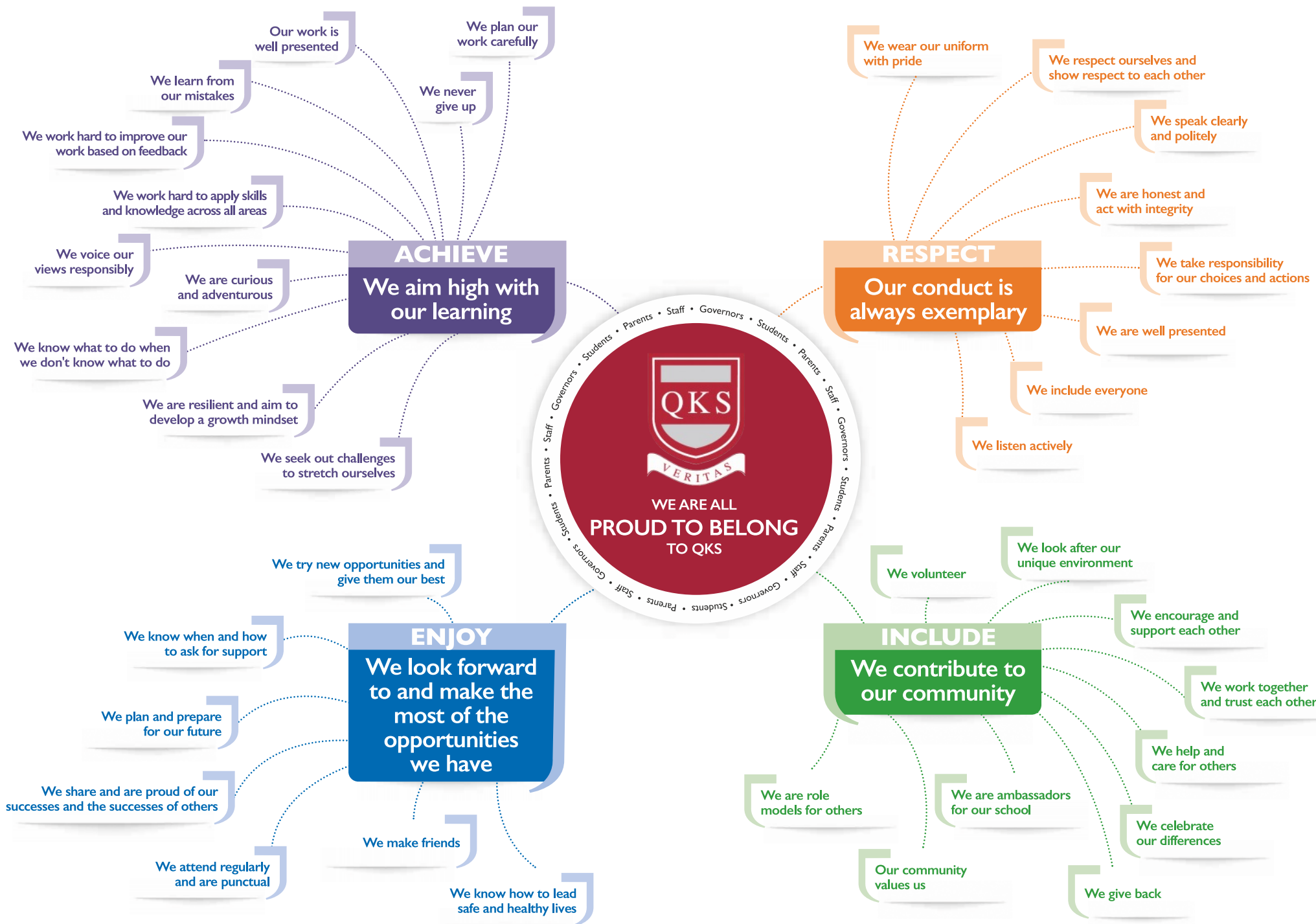
Closing date:	Noon on Thursday, 17 January 2019
Interviews:	Thursday, 31 January 2019
Start date:	September 2019

For further information, please contact:

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December 2018

