



CROSFIELDS
SCHOOL

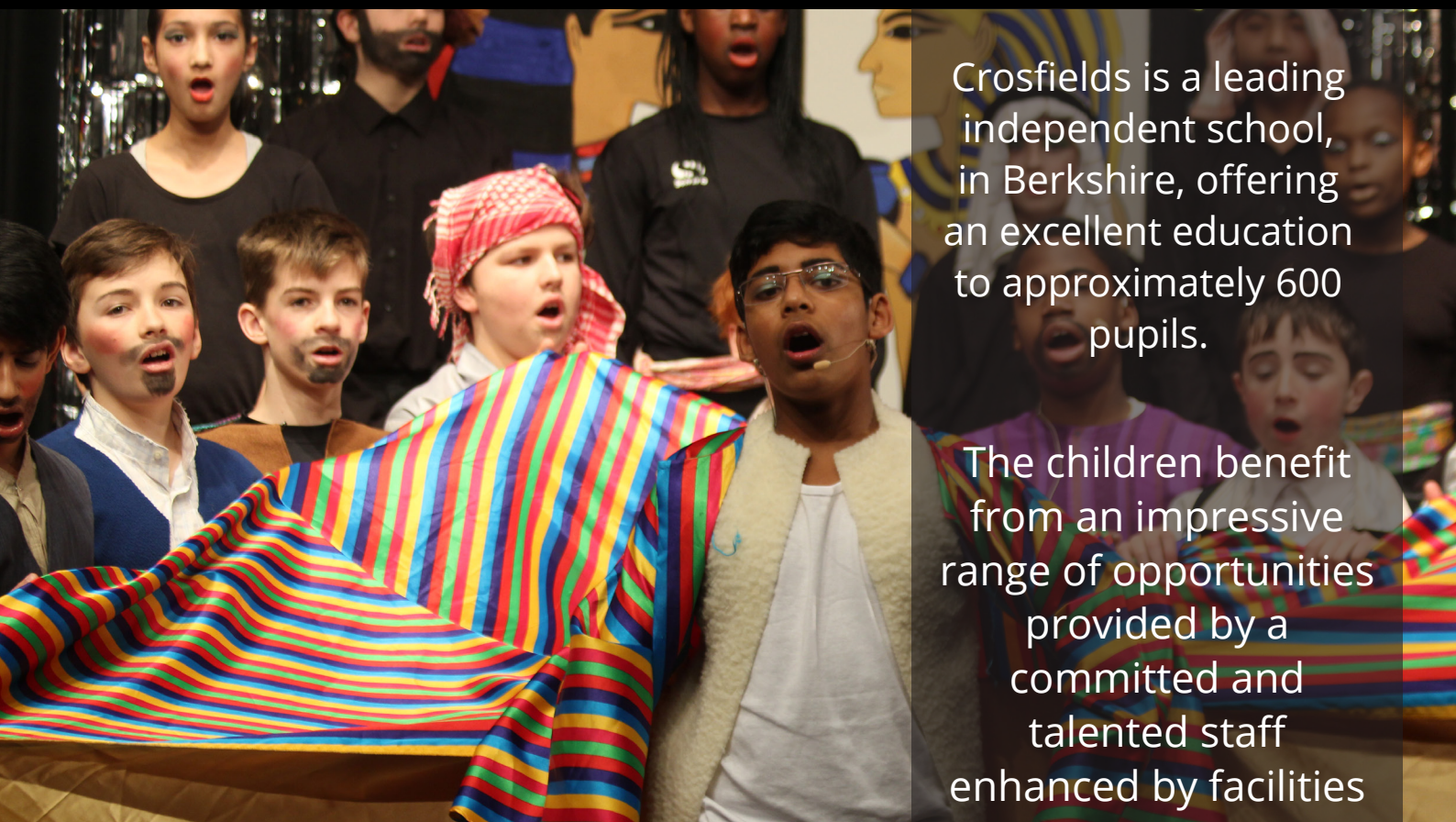
HEAD OF DRAMA WITH ENGLISH

CROSFIELDS SCHOOL - READING - BERKSHIRE



CROSFIELDS
SCHOOL

HEAD OF DRAMA Job Description



Crosfields is a leading independent school, in Berkshire, offering an excellent education to approximately 600 pupils.

The children benefit from an impressive range of opportunities provided by a committed and talented staff enhanced by facilities which are second to none.

An exceptionally friendly school, Crosfields emphasises manners, kindness and good behaviour.

Recently inspected by the ISI, Crosfields was awarded 'Excellent' for academic, and other, achievements and 'Excellent' for the quality of pupils' personal development.

Crosfields is situated in over forty acres of park and woodland, with exceptional facilities and talented staff. Children are taught broadly, thoroughly and imaginatively. They are given opportunity to challenge and develop themselves, both inside and outside the classroom.

This position arises at an exciting juncture in the school's history.

This is an exciting time to join the school as we expand our provision with the ambitious 'Crosfields to 16' project. We will be adding our first Year 9 to the school in the 2021-22 academic year, with Year 10 added in 2022-23 and Year 11 in 2023-24.

Along with a new, modern building to accommodate new year groups, several ancillary projects will also be taking place to facilitate Key Stage 4 teaching. Two new Science Labs will be built, one for completion in September 2021 and the second September 2022.

HEAD OF DRAMA Job Description



The candidate will be working in a professional, welcoming and dynamic environment, where every day brings new challenges and developments.

The Candidate

Crosfields School seeks an inspiring, dynamic and experienced Drama practitioner and GCSE Drama teacher, with the ability to also teach English up to GCSE. The Head of Drama will be committed to creating the best possible outcomes for all pupils whilst giving direction and leadership in Drama, throughout the school.

The ideal candidate should be energetic and enthusiastic and able to promote the study and enjoyment of Drama and English. They would be willing to play an active role in the departments and be flexible to teach both Drama and English in KS3 and KS4. They would be able to lead Drama throughout the school and initially teach some Drama from Year 5 to Year 9, alongside teaching English from Year 7 upwards. As the project progresses, it is anticipated that the candidate would 'move up' with the older year groups, eventually teaching Years 7-11. As an expanding school, we would expect other positions of responsibility to become available for the right candidate.

We are very keen to appoint a first-rate teacher and so previous leadership of Drama Departments is not a prerequisite to being successfully appointed. It is expected that the candidates will enjoy contributing to the whole life of the school, that they are a form teacher, they participate in the various clubs and departmental trips, and contribute to the activities programme. Those with experience in senior school activities such as DofE, MUN or HPQ/EPQ are strongly encouraged to apply.

SPECIFIC RESPONSIBILITIES

Above all we seek an enthusiast who is going to give the children a love of Drama. The teacher has to be passionate, knowledgeable, approachable, and engaging. The Head of Department will promote and guide the teaching of Drama throughout the school. It is expected that the Head of Drama is a Form teacher, that two activities are run and that a residential trip is attended once a year. There are several productions that take place throughout the year ranging from large scale musicals and plays to more intimate pupil led productions. As we increase in size, we would also like to introduce House Drama Competitions from September and the role would require leading these.

Objectives

- To foster enjoyment and enthusiasm for the study of Drama
- To enhance and steer the teaching of Drama throughout the school
- To raise continuously standards of pupil achievement in Drama at all levels

Strategic Planning

- To create and oversee the direction of Drama in the school
- Be aware of developments in the teaching of Drama which may benefit the children, such as the use of IT and to implement these
- Respond to areas of the School Development Plan
- Create an annual Drama Development Plan
- To work with those teaching Drama in other areas of the school

Crosfields is committed to the wellbeing and development of all our staff, offering a warm and supportive workplace.



HEAD OF DRAMA

Job Description

SPECIFIC RESPONSIBILITIES

Teaching and Learning

- Teach Drama to Years 5 to 9
- Teach English from Year 7
- To explore and offer varied opportunities in Drama
- To monitor the teaching of Drama and to guide, as well as inspire colleagues
- To produce a scheme of work that inspires and challenges the pupils and staff responsible for its delivery. This is to be reviewed annually.
- Plan, enact and monitor appropriate syllabuses, materials, schemes of work, which include clearly identified aims and objectives which are shared with the students
- Respond appropriately to the abilities and aspirations of the pupils enabling them to take responsibility for their learning
- Ensure the efficient administration of a programme of pupil feedback
- Ensure that accurate and up-to-date records of pupil progress are kept within the department
- To be responsible for the submission and moderation of coursework where appropriate
- To co-ordinate the setting and marking of internal school exams
- To monitor performance in internal and public examinations and coursework and to identify and address any teaching and learning matters arising
- To liaise with the Exams Office on all aspects of public exam entry
- To ensure the prompt, consistent and effective assessment of pupil learning by department staff

Co-Curricular Drama

- To create a co-curricular vision for the department in line with the school's vision and priorities
- Drawing up an annual programme of productions, events and societies and overseeing these
- Enabling an inclusive approach which makes Drama accessible to all
- Working with other Heads of other Arts departments to ensure Drama supports the whole spectrum of the Arts programme
- Being responsible for Health and Safety, Security and Safeguarding within the department

SPECIFIC RESPONSIBILITIES

Managing Resources

- To ensure all resources are well maintained and updated regularly within the constraints of the departmental budget
- Manage the budget devolved to the department, ensuring its efficient use and that limits are not exceeded
- Order and allocate equipment as appropriate; advise the SLT on the resources and accommodation requirements of the department
- Maintain an up-to-date inventory of equipment and resources
- Ensure that the department's equipment and resources are maintained in good order and that the rooms allocated for the department's use are cared for and offer an attractive and educationally stimulating environment for pupils

Promoting and Developing the Department

- To take full responsibility for the development of Drama throughout the school.
- Plan, provide, and evaluate the Drama Curriculum
- Prepare this curriculum, within the priorities determined by the SLT, an annual set of targets for the development of the department
- Participate in an annual meeting with the appropriate member of the SLT to review this development
- To hold regular department meetings and record and share minutes/action points
- To attend occasional meetings with the Governors' Education and Welfare Committee and the SLT as required
- To review and update the Departmental Handbook
- To foster a collaborative, effective, collegial, and supportive department team
- To oversee best practice in teaching to ensure high quality teaching and learning.
- To ensure the induction and support of new staff, including lesson observation and academic guidance in collaboration with Deputy Head Academic



SPECIFIC RESPONSIBILITIES

Promoting and Developing the Department

- In conjunction with the Deputy Heads, to oversee and support the professional development, morale, and well-being of staff in the department
- To ensure high standards of pupil-teacher relationships and of pupil behaviour/attitudes to learning. To liaise with tutors and heads of sections, where appropriate
- To promote the subject by encouraging and leading special events, including trips
- To enter and develop Drama competitions
- To develop Drama scholars in the school
- To maintain a record of staff absences
- To liaise with HR on staff absence and return to work where appropriate

To Apply:

Visit www.crosfields.com/explore/community/working-at-crosfields to download and complete our application form. Applications should be sent to our HR Manager at hr@crosfields.com

Closing date: 22nd January

Shortlist: 27th January

Final Interviews: 1st February





Salary

Salary will be on the Crosfields Scale and will be commensurate with qualifications and experience for the post. The Governors review salary scales annually in September to ensure that they remain competitive.

Applications

We invite interested candidates to apply as soon as possible. The closing date is 22nd January 2021. Successful candidates will be invited to Crosfields for interviews on 27th January and 1st February.

Crosfields aims to employ staff who are best qualified for the post and does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sexual orientation, marital or civil partnership status, disability or age.

Pre-Employment Checks

All appointments will be subject to two satisfactory references (which may be taken prior to interview). Disclosure check by the Disclosure and Barring Service and medical fitness for the role. Where applicable overseas police checks and prohibition from teaching and management checks will also be completed. All checks must be completed before employment can commence at the School.

Safeguarding and Child Protection

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented at interview as detailed on the application form.

Crosfields School is committed to safeguarding and promoting the welfare of young people, and applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service.



CROSFIELDS
SCHOOL

HEAD OF DRAMA

Job Description

	Essential /Desirable	How Assessed
Qualifications	The candidate should have attained QTS/NQT The candidate will be expected to hold a good honours degree Experience of and success in teaching Drama to GCSE Experience of teaching English to KS3 (or above)	Application
Competences and Qualities	We are looking for a teacher who is an enthusiast The teacher should be kind, approachable and have a sense of humour We look for staff who have high academic expectations and who instil high standards of behaviour It is expected that the teacher will be extremely professional in that they are diligent, punctual and thorough The teacher will be expected to encourage an atmosphere of mutual respect when dealing with children, staff and parents The candidate has to be an excellent communicator – with children and adults alike The candidate must be able to work as part of the school's team The candidate has to enjoy working with children, to be able to form and maintain appropriate relationships and personal boundaries with children The candidate must put the child's welfare and well-being above all else. The candidate will be very proficient in the use IT	Interview

