



The Robert Napier School



FPTA Academies

September 2019

Dear Applicant

Thank you for your interest in the position of Subject Leader of Drama Teacher at The Robert Napier School, part of the FPTA Academies Trust. Our application pack offers the following information, which we hope will assist you in deciding if you have the right qualities to be a teacher at our school and whether the school is the best place for you to further your development and career.

- Job Advertisement
- Job Description
- Aims of the FPTA Academies Trust
- A taste of the school
- How to apply
- Application Form

AVAILABLE ON OUR WEBSITE – [www.robertnapier.org.uk](http://www.robertnapier.org.uk)

We look forward to receiving your completed application.

Yours sincerely

Andrew Minchin  
Headteacher  
The Robert Napier School  
FPTA Academies Trust



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## **Subject Leader & Teacher of Drama**

**Required for January 2020**

**Salary: MPS/UPS + Subject Lead TLR 2A**

The Robert Napier School are seeking to appoint a talented and inspiring **Subject Leader and Teacher of Drama** for January 2020.

We are looking for a candidate that has the ability to continue the excellent work of the outgoing subject leader and is able to set and maintain high standards at this popular and recently rated 'Good' secondary school. This is an opportunity for someone that wants to join the school at an exciting time, as the fruits of strong leadership, good teaching and learning and our knowledge curriculum start to flow through the year groups and accelerate progress. The post will provide you with the highest level of training and support to go on to become an outstanding leader and, if you aspire to further your career progression, then we are the school for you.

As a Trust, we feel it is important to hire people with the same value and aspirations as us and that is why we look for teachers that are enthusiastic, focused and resilient to the day to day pressures that teaching brings. We want you to inspire a generation of Medway students to have a love and passion for Drama. In return, we look after our staff, are always looking to reduce unnecessary workload and always ensure you retain your passion for your subject and for your profession.

### **Are you:**

- An applicant with the potential to be an Outstanding teacher?
- A committed team player?
- Dedicated to raising standards?
- Able to contribute to the wider development of students? (e.g. School Shows and performances)

### **We will provide:**

- The opportunity to work within a supportive and well-resourced department
- An excellent induction programme including direct support from a strong head of department and a teaching and learning specialist
- First rate opportunities for a personalised CPD programme
- The opportunity to teach across the ability range
- Staff pension
- Private health care cover

If you wish to discuss this post further, please contact Mr M Fenton, Assistant Headteacher at the school or e-mail [mfenton@robertnapier.org.uk](mailto:mfenton@robertnapier.org.uk)



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**Key information**

Start date: January 2020

Salary: MPS/UPS plus subject lead TLR 2A

Visits: By arrangement with the Headteacher's PA ([pmallion@robertnapier.org.uk](mailto:pmallion@robertnapier.org.uk))

Closing date: Wednesday 2<sup>nd</sup> October 2019 (noon).

Please complete the application form at [www.robertnapier.org.uk](http://www.robertnapier.org.uk) and return to the following e-mail address [pmallion@robertnapier.org.uk](mailto:pmallion@robertnapier.org.uk)

Short-listed candidates only will be contacted for interview, which will take place shortly after the deadline.

*The FPTA Academies Trust is an Equal Opportunities Employer – committed to safeguarding and promoting the welfare of all students – any offer of appointment will be subject to satisfactory references and an enhanced DBS check will be required for all successful applicants.*



## Job Description Subject Leader of Drama

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

### Job Purpose

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher/form tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student progress and outcomes.

### Areas of Responsibility

#### **Operational/Strategic Planning**

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area.
- To contribute to the subject area's Development Plan and its implementation.
- To attend all CPD and department meetings.
- To plan and prepare courses and lessons to contribute to the whole school's planning activities.

#### **Curriculum Provision**

- To assist developing a Drama curriculum that provides a range of teaching which supports the all-round development of our students.
- To assist in the development and delivery of school shows and performances.

#### **Staff Development: Recruitment/Deployment of Staff**

- To take part in the School's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the School.



## Quality Assurance

- To help to implement School quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the subject area in line with agreed School procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.

## Management of Information

- To maintain appropriate records and to provide relevant, accurate and up-to-date information for Management Information Systems (SIMS), registers etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

## Pastoral System

- To be a form tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the form tutor group as a whole. To liaise with the Director of Learning to ensure the implementation of the School's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Action Plans and progress files and other reports.
- To alert the appropriate staff (Safeguarding Lead) to problems experienced by students where there is safeguarding concern in accordance with the School's Safeguarding policy and training.
- To communicate, as appropriate, with the parents of students and with persons or bodies outside the School concerned with the welfare of individual students, after consultation with the appropriate staff.
- To consistently apply the Behaviour Management systems so that effective learning can take place.



## Teaching

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in School and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and subject specialism(s) are reflected in the teaching/learning experience of students.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the School's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, the subject area and School procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required by your department.

## Other Specific Duties

- To continue personal development as agreed at appraisal.
- To engage actively in the performance review process.
- To address the appraisal targets set by the line manager each Autumn Term.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) or as requested by the Headteacher if not mentioned in the above.
- To play a full part in the life of the School community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To comply with the School's Health and Safety policy and undertake risk assessments as appropriate.
- To adhere to the School's Dress Code.



## A Taste of TRNS and the Drama Department

The Robert Napier School is a 'Good' school and with 3 years of progress 8 scores which have been 'close to average'. It is part of the Fort Pitt Thomas Aveling Academy Trust which consists of 5 schools – two high schools, a grammar school and two junior schools. All schools work together to better the education and life chances of students in Medway. Our moral purpose is clear – to do what is needed to ensure everyone in our care (students and staff) are given the best opportunities to achieve and prepare them for their lives ahead.

Drama is a thriving subject and forms part of the Performing Arts department. Drama is increasingly popular subject on the back of some very successful shows over recent years.

We are looking for someone that can contribute inspiring learning experiences and develop the next generation of Medway students that show a passion for dramatic performances. We want students to have the experience of developing skills and confidence in a performance setting. The department has been instrumental in developing performance piece for charities and Kent Police on topical subjects:

<https://www.youtube.com/watch?v=Kc57wLNoYP8>

<https://www.youtube.com/watch?v=w5VJJFHZEJU>

As a subject specialist, you will need to be a self-starter but will also have opportunities to work collaboratively, sharing resources, lesson plans and enthusiasm across the Trust as part of your wider support network.





## Aims of the FPTA Academies Trust

The Trust's aims are to ensure that all children within our schools gain a first rate education, develop the skills necessary for the next stage in their lives and equip them with the personal values and attributes that will make them successful in a fast changing world.

We are all based in Medway and knowing the area well means we are aware of, and work tirelessly in a co-operative manner, to minimise both the pressures and strains that local children experience and maximise the potential they all have for great success. Each part of the Trust works collaboratively in sharing ideas and best practice and in generating new opportunities for pupils and students.

All schools within the Trust have a common ethos but also their own distinctive character. There is potential for us to welcome and incorporate a couple more schools if approached. We have very high expectations of our staff and students and, in return, provide vast amounts of support to help everyone achieve their best.





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## HOW TO APPLY

To apply, please complete and forward a school application form (found at [www.robertnapier.org.uk](http://www.robertnapier.org.uk)) together with a supporting statement of no more than two sides of A4, outlining your suitability for the role and stating how your qualifications and previous experience have prepared you for this position.

Your completed application should be returned to:

[pmallion@robertnapier.org.uk](mailto:pmallion@robertnapier.org.uk)

Or by post to:

Mr A Minchin  
Headteacher  
The Robert Napier School  
Third Avenue  
Gillingham  
Kent ME7 2LX

no later than:

**Noon on Wednesday 2<sup>nd</sup> October 2019**

Early applications are encouraged  
and we reserve the right to close the vacancy early if a suitable candidate is found

INTERVIEWS anticipated shortly after the deadline