



## **St James School**

### **Head of Drama**

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11<sup>th</sup> September 2019

Dear Applicant

**Post of Head of Drama**

Thank you for expressing an interest in this post. I hope that the enclosed information will encourage you to apply for it.

The closing date for applications is **midday on Friday 27<sup>th</sup> September** and we plan to hold interviews shortly afterwards. Please ensure that we are able to contact your referees by phone.

Yours sincerely

A handwritten signature in black ink that reads "Lindsay Skinner".

Lindsay Skinner  
Headteacher

# St James School

## Head of Drama (TLR2)

St James School is seeking to appoint a Head of Department for our Drama department from November 2019 on a temporary basis to cover maternity leave in the first instance. This is an exciting post that will offer you the chance to shape and deliver our drama curriculum and a growing department.

As Head of Drama you will be an inspiring leader with the energy and creativity to motivate a team, lead by example and challenge students to achieve the best possible outcomes.

The successful candidate will:

- Be an outstanding classroom practitioner with a track record of excellent outcomes
- Be a passionate and innovative advocate for Drama.
- Be totally committed to improving the life chances of young people
- Be a KS4 specialist in Drama.

We are an 11-16 mixed comprehensive school of 900 students situated in the East of Exeter on a relatively new, purpose-built site which offers excellent facilities for all our departments. We are an innovative and aspirational school that is driven by the highest of expectations in all that we do. We offer a rich and personalised learning environment for all of our students and work hard together to ensure everyone succeeds on a pastoral, extracurricular and academic basis. Ofsted judged us to be a strong Good in our inspection in January 2018, but acknowledged that we were on a clear trajectory to achieve Outstanding in the near future.

We want to be the best; we want to offer the best, we want our students to achieve their best. If you share our passion, vision and drive and are prepared to go that extra mile to support our students, then we would welcome your application.

Our staff are incredibly committed and passionate about all that they do and are rewarded with bespoke CPD provision, in-house career progression opportunities, regular staff-wellbeing events and are actively encouraged and supported to partake in nationally recognised qualifications like the NPQs. As a school we prioritise our staff's wellbeing, as illustrated in the Why Work at St James sheet in our application pack.

We would welcome visits to the school. If you would like to arrange one please contact Emily Harper, Deputy Headteacher by email [ejh@stjamesexeter.co.uk](mailto:ejh@stjamesexeter.co.uk)

Application forms and further information are available from our website: [www.stjamesexeter.co.uk](http://www.stjamesexeter.co.uk) or by email to [recruitment@stjamesexeter.co.uk](mailto:recruitment@stjamesexeter.co.uk).

Closing date for applications: **Midday Friday 27<sup>th</sup> September**  
Interview Date: **W/C 30<sup>th</sup> September**

The Ted Wragg Multi Academy Trust is a values driven, rapidly growing 2 – 16 Trust with a relentless focus on transforming lives through learning by delivery outstanding outcomes for every pupil, regardless of background. With a reputation for highly successful school improvement in very challenging circumstances, we are passionate about driving up standards and raising the aspirations of all our pupils.



## Contextual Information about St James

St James is a thriving, diverse and proud community. As an inclusive and committed team we are positively and diligently raising standards. Our aim is for students to achieve excellent outcomes, move onto exciting post-16 activities and most importantly to gain a range of skills and experiences which enable them to be happy and successful in the future.

We are an 11-16 mixed comprehensive school of 950 students situated in the East of Exeter on a relatively new, purpose-built site which offers excellent facilities for all our departments. We are a school with very high expectations of, and for, our students; only their best is good enough. We provide students with opportunities to shine through excellent teaching and innovative practice, a vibrant extra-curricular provision and a curriculum that challenges and inspires from the start of year 7 and is increasingly personalised as students move up through the school.

Our staff are incredibly committed and passionate about all that they do and are rewarded with bespoke CPD provision, in-house career progression opportunities and regular staff-wellbeing events. Ofsted judged us to be a strong Good in our inspection in 2018, but clearly acknowledged that we were on a clear trajectory to achieve Outstanding in the near future.

Our results in 2019 have seen our students sustain the high level of performance that we have seen in recent years. Headlines figures show that 65% of students are leaving with a grade 9-4 in English & Maths (a 'standard' pass) and 42% with a grade 9-5 in English & Maths (the government's 'Basics' benchmark measurement for a 'strong' pass). 77% of students have achieved a 4 or above in English, and 62% a 5 or above, whilst in Maths 70% have achieved a 4 or above, and 48% a 5 or above. The school's strong performance in the Ebacc has also continued with 37% of students achieving a standard pass, and 25% a strong pass."

We are one of the highest performing schools in the area because we believe that students achieve excellent outcomes as a result of five years at a school where they are happy and engaged at all times; where they are challenged from day one and are consistently supported to be the best they can be.

### **The Governing Body:**

The Local Governing Body operates with full delegated authority from the Ted Wragg Multi Academy Trust and is directly accountable to the Trust. The governors understand well their statutory duties to hold leaders to account as well as setting the strategic direction of the academy and ensuring the academy has a sound financial footing. Their commitment is absolute, believing in social justice they bring a rich background of experience beyond education. They are led by a chair determined for the academy to be a first choice for parents and where every child is given the opportunity to fulfil their potential.



## Ted Wragg Multi Academy Trust

Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about education in general, and Exeter in particular, and about how education can transform young people's futures.

The Trust shares Ted Wragg's passion for education and the difference it can make to social mobility, progression, self-esteem and ultimately success, in an increasingly competitive education and jobs market.

The Ted Wragg Multi Academy Trust's ambition is to raise the aspirations of young people and enable them to become fulfilled, life ready, confident and motivated citizens, able to contribute actively to a democratic society. All pupils within the Ted Wragg Multi Academy Trust, regardless of social or cultural background, are motivated to succeed and make outstanding progress because their needs are met through creative, relevant and innovative provision.

### THE AIMS OF THE TED WRAGG TRUST ARE TO:

- Work in genuine partnership to strengthen schools and their communities.
- Foster a culture of positive challenge and continual school improvement.
- Provide a common sense of purpose with a focus on outstanding teaching and learning.
- Offer an excellent educational experience so that every pupil fulfils their potential.
- Encourage a rich, dynamic and purposeful range of learning opportunities for all pupils.
- Develop life-enhancing values so that pupils leave school with a sense of self-worth and determination to succeed.

The Ted Wragg Multi Academy Trust currently has nine school members, Isca Academy, St James School, the Cranbrook Education Campus, West Exe School, Exwick Heights Primary School, Whipton Barton Infants, Whipton Barton Juniors and a new Exeter Creative School which is shortly to commence construction. The Trust also provides support to three academies in Plymouth. We have trustees from the University of Exeter and Exeter College, as well as from local businesses.

The key aspect that makes our Trust exceptional, is that with the 'Members' we have an inspirational progression route from an Outstanding Primary, through an Outstanding FE College, to a world-class, top 100 Russell Group University.

Website: <http://www.tedwraggtrust.co.uk>



## The Drama Department

The subject of Drama is extremely important to St James, both at curriculum and extra-curricular level; it is a subject we want to see continue to develop in the diversity of the curriculum it offers and the impact it has on school life.

Currently the Drama department consists of a full time Head of Drama and another member of staff who teaches both English and Drama. Drama have a designated studio, and use of the staging area of the main hall for teaching on a regular basis. The studio is equipped with lights and has an adjoining small room for rehearsal space. There is a shared Drama office to the back of the studio.

Currently, all students study Drama in year 7 and 8, before being given the opportunity to opt for BTEC Tech Award in Performing Arts in year 9. Our KS3 curriculum covers both scripted schemes of learning and devised so the students not only gain technical skills but also interpretative and social.

The Drama department plays an important role in offering students extra-curricular opportunities. This year KS4 students had the opportunity to work with professional performers and have the chance to watch various shows throughout the country. All years are offered a trip to London during Activities Week to see shows performed in the West End. Trips to local productions are also run on a regular basis. We also work closely with Exeter University who provide workshops for KS3 and KS4 students. We produce work for a performing arts showcase every term and work with students from years 7-11 to create a fantastic annual show. Our latest was a sell-out of 'Bugsy Malone' which featured live music and was a big scale production of the famous musical.

Chelsi Ballard  
Head of Drama  
September 2019



## Job Description



<b>Job Title:</b>	Head of Drama
<b>Location:</b>	St James School
<b>Responsible To:</b>	Assistant Headteacher
<b>Salary Grade:</b>	MPS/UPS plus TLR2

### Key Purpose of Job

1. To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support positive student progress within the new Progress 8 measure.
2. To deliver a robust curriculum that challenges and supports student outcomes.
3. To support the delivery of excellent teaching within the department.
4. To seek excellence in every aspect of the department and act as an outstanding role model for members of the department in all aspects of work in school (teaching, professional conduct, meetings with parents/other agencies etc.)

### Anticipated Outcomes of Post

1. Students, regardless of their social or cultural background, are motivated to succeed and make outstanding progress through creative, relevant and innovative teaching and learning.
2. To lead a cohesive and forward thinking team to deliver a learning environment and curriculum that is fit for future generations.

### List key duties and accountabilities of the post

1. To lead the department towards outstanding by ensuring students make excellent progress and that they have a high quality and consistent experience across the department.
2. To be accountable for student progress and development within the subject area.
3. To develop and enhance the teaching practice of others so that all department members are continuing to be, or work towards being, outstanding classroom practitioners.
4. To challenge under-performance supportively and not accept excuses for poor practice/results (seeking support and advice from AHT when needed)
5. To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department.
6. To enable all students (and especially students from vulnerable groups) to access a broader understanding of the subject through wider cultural experiences, work-related learning, political debate, local and national competitions etc.
7. To be accountable for leading, managing and developing the subject/curriculum area.
8. To manage and deploy teaching/support staff, financial and physical resources within the department effectively to support the department and school development plan.
9. To raise the profile of the department across the school and raise students' aspirations within the subject.
10. To prepare students for the next step of their education at post-16.

### **Supervision / Line management responsibilities of the post**

1. To work with the AHT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
2. To ensure that staff in the department are delivering consistently high quality lessons through formal lesson observations and informal learning walks.
3. To make appropriate arrangements for classes when staff are absent, ensuring that appropriate cover has been set, liaising with the cover supervisor/relevant staff to secure appropriate cover.
4. To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
5. To promote teamwork and to motivate staff to ensure effective working relations.
6. To participate in the school's ITT programme.
7. To be responsible for the day-to-day management of staff within the designated department.

### **Budgetary / Financial Responsibilities of the post**

1. To organise and manage the department budget to ensure the efficient and effective use of all resources.

### **Working environment & conditions of the post**

1. Work closely with the Head of Music on all school productions and events.
2. In support of the Trust's vision and ethos of shared teaching and learning, to improve educational outcomes for young people, the post may be required to travel and teach within any school in the Ted Wragg Multi Academy Trust.

### **Other Duties**

1. To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students to follow this example.
2. To continue personal professional development as agreed.
3. To engage actively in the department's performance review (QAR) process.
4. To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
5. To undertake additional duties as required, commensurate with the level of the job.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

## Person Specification

	Essential / Desirable	Evidence
<b>Qualifications and Experience:</b>		
An appropriate, good honours degree (2:2 or higher)	E	A,C
QTS or equivalent	E	A,C
Evidence of further professional study	E	A, C
Recent and relevant teaching of good to outstanding lessons at Key Stages 3 and 4	E	A, C, R
A teaching experience of at least two years	E	A,R
A track record of excellent student progress demonstrated by examination outcomes	E	A,R
Evident of securing improvements in Drama within a school environment	D	A, I, R
<b>Curriculum and Knowledge:</b>		
Wide knowledge and understanding of Drama, performing arts, theatre and OCR exam board	E	A, I, R
Knowledge and experience of BTEC Performing Arts	D	A, I, R
Knowledge of current educational issues, an awareness of recent developments in the National Curriculum and changes in the Key Stage 4 curriculum	E	A, I, R
Ability to use data effectively to support student progress	E	A, I, R
Know and use a range of teaching and learning styles	E	A, I, R
Show an awareness of what constitutes outstanding pedagogy and practice	E	A, I, R
Understand changes to exams and whole school accountability measures	E	A, I, R
<b>Skills and Attributes:</b>		
Enthusiasm, drive and a love for the job	E	A, I, R
A passion for ensuring that all aspects of school life demonstrate integrity and respect	E	A, I, R
Commitment to a high profile presence in and around the school	E	A, I, R
A good sense of humour	E	A, I, R
Excellent communication skills, both verbal and written	E	A, I, R
An ability to organise, plan and prioritise time effectively	E	A, I, R
A willingness to challenge others to produce positive outcomes	E	A, R
Flexibility and adaptability	E	A, I, R
Be a role model and contribute to sharing high quality practice within the team	E	A, I, R

**Key to Evidence:**

A – Application Form & Letter

C - Certificates

I - Interview

R - Reference

