



Telephone: 01895 233909

**BISHOPSHALT SCHOOL**  
*"Above all else a place for learning"*

[www.bishopshalt.hillingdon.sch.uk](http://www.bishopshalt.hillingdon.sch.uk)  
[office@bishopshalt.hillingdon.sch.uk](mailto:office@bishopshalt.hillingdon.sch.uk)

May 2024

Dear Candidate

**Re: Drama Teacher (MPS1 £34,514 to MPS6 £46,001)**

For September 2024, we are seeking a colleague to join a school where staff and students live our core values of Love Learning, Show Kindness, Build Character, Chase Brilliance and Bright Futures. We are seeking to appoint a colleague who also upholds these values and embraces professional learning.

Bishopshalt is an exciting and thriving school to work in, where we aim to be a little better each day. We are a Leading Edge school. This year, we were awarded two SSAT Exceptional Education awards for Progress and Attainment, as our GCSE results in 2023 placed us in the top 10 percent of schools nationally. It is a point of pride that all students excel and flourish at Bishopshalt, irrespective of their starting point, and therefore there are no gaps in progress. The school also has a large, successful and expanding Sixth Form.

Student behaviour at Bishopshalt is exceptional and students embrace the culture of the school. By joining our school, you will be in an environment where 'The behaviour of pupils leads to a calm and purposeful environment in which there is no low-level disruption.' (Ofsted 2021) While student outcomes are excellent, we also provide a more holistic education beyond examinations through a rich curriculum and our co-curricular offer. Students embrace the range of opportunities they are given. Therefore, 'Pupils enjoy school, are safe and value their community.' (Ofsted 2021)

Bishopshalt is a school with a rich history with a beautiful Grade 2 listed building. It is now a stand-alone academy in the London Borough of Hillingdon that provides education to a truly comprehensive student body. Bishopshalt has a proud tradition of serving the local community, having been established as a school in 1907. At first the school was Grammar which changed to Comprehensive status and then a school with Performing Arts college status. Whilst specialisms are no longer recognised the school has maintained its traditional ethos, continuing to build upon its strengths and weaving them into the fabric of the institution.

There is a strong house system, with house names inspired by the history of the school. The house system is an area of the school that is growing rapidly.

The school is significantly oversubscribed. We have over 300 first choice applications each year for 186 places, which demonstrates the popularity, high esteem and confidence the local community has for Bishopshalt. Our students, and our staff love our school.

We have the highest of expectations of ourselves, and our students. This is supported through excellent behaviour systems, a fantastic curriculum and a reflective and developmental approach to Teaching and Learning. Bishopshalt values developing our students into well rounded individuals through a focus on the values below. We also ensure that there is high quality CPD available for all staff, tailored to their own needs and future aspirations.



Royal Lane, Hillingdon, Uxbridge, UB8 3RF

Headteacher: Mr L McGillicuddy

As a school, we recognise that one of our greatest assets are the exceptional teaching staff. As well as providing the culture and conditions that enable staff to enjoy and develop their practice, we also support staff well-being in a range of ways, including a two week October half-term, opportunities for flexible working and no regular book marking. Equally to ensure staff are able to switch off from work, we ensure there is no email communication outside of working hours.

If you would like to arrange a visit to the school or to have an informal chat about the role, the school or the community, please telephone 01895 233909 or email [zbermingham@bishopshalt.school](mailto:zbermingham@bishopshalt.school) .

If you believe that you have the passion and determination to work in our amazing school please complete the application form and include a supporting statement.

If you choose to apply and are successful, you will be joining a wonderful team, supported closely by our SLT.

We have an absolute commitment to safeguarding and promoting the welfare of children. As such, current and/or previous employers will be contacted for references as part of the verification process and pre-appointment checks. All successful applicants will be required to undertake a full enhanced criminal record check (DBS).






I look forward to receiving your application. The closing date is **Friday 17<sup>th</sup> May 2024**.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'L McGillicuddy', written in a cursive style.

**L McGillicuddy (Mr)**  
**Headteacher**

## BISHOPSHALT SCHOOL

	Love Learning	To develop in students a love of learning. Bishopshalt students will thirst for knowledge due to the intrinsic joy that it brings.
	Show Kindness	To develop and instil in our students the virtue of kindness. Our students do things for others for no personal gain.
	Build Character	To develop in students the determination and dedication to succeed. Bishopshalt students are able to overcome any challenge that may come their way. Our students are focused, resilient and readily overcome adversity.
	Chase Brilliance	To develop students who do not settle for 'it's good enough'. Bishopshalt students always aim to improve their work and aim for perfection due to their belief that they are entitled to be brilliant.
	Bright Futures	To ensure that, for whatever field they choose to enter, Bishopshalt students will succeed. Bishopshalt students will be the very best versions of themselves and compete on the world stage.

### **THE POST – Classroom Teacher**

We require a Drama specialist to join and lead a successful, well established and experienced department teaching Drama, Performing Arts and Theatre studies to our Key Stage 4 and 5 as well as KS3 across the age and ability range.

The successful candidate will have:

- Vision and innovative ideas
- Will support and lead the running of our Dramas Clubs and co-curricular opportunities
- A “can do” approach to school improvement
- High expectations of self, staff and students
- Ambition and the potential for further career development
- Have the desire to develop the offer of Drama within the school

Applications are welcome from professionals who maybe in the early stages of their careers but looking to progress, as well as those with more experience but are also seeking to broaden their experience.

If you would like to arrange a visit or speak to a member of our Senior Leadership Team or the Head of Faculty, please contact Mrs Bermingham on the details below.

### ***Salary***

The person appointed to the post of Drama Teacher will be paid at the appropriate point on the Main Pay Scale inclusive of Outer London Allowance.

### ***Application Process***

Please submit your application form electronically to Mrs Z Bermingham, Headteacher's PA/Office Manager on [zbemingham@bishopshalt.school](mailto:zbemingham@bishopshalt.school) All applications will be acknowledged.

Please note that references will be sought prior to interview.

### ***We can offer you:***

- A student cohort with outstanding behaviour and a willingness to learn
- A Professional Development Programme for all stages of a teachers' career
- An aspirational, supportive Leadership Team and Governors
- Ambitious, hardworking staff
- Opportunities to develop and grow in your career in an environment that values and supports initiative.
- A two week half term in October without detriment to other holiday periods throughout the year
- Free onsite parking and good road links to the M4, M25 and M40
- We are situated a short walk from the Uxbridge Road for links to public transport

### ***Job Description***

Classroom Teacher  
Head of Department – Drama

### **Useful Links**

<https://www.bishopshalt.hillingdon.sch.uk>

[Ofsted Report](#)

[2022/23 National Data](#)

### **Diversity Statement:**

We believe that excellence will be achieved through recognising the value of every individual. We aim to create an environment that respects the diversity of staff and students, enabling them to achieve their full potential, contribute fully and derive maximum benefit and enjoyment from their involvement in the life of Bishopshalt School.

*Bishopshalt School operates strict Child Protection Recruitment Procedures and all successful candidates will be expected to undertake an enhanced DBS check.*

Bishopshalt School is a non-smoking site and as such smoking is not permitted on the school grounds.

### ***Ethos***

We are committed to the celebration of the arts and to asserting their importance to individuals, communities and society as a whole. We further believe that a vibrant arts curriculum fosters positive attitudes towards school generally and develops skills and capabilities that are applicable in a wide range of subjects, including those at the other end of the specialist spectrum such as mathematics and science.

Bishopshalt was a specialist Arts College and as such provides many extra opportunities in the arts beyond those found in non-specialist schools, including specialist courses, visiting professionals/performance groups and an extensive programme of extra-curricular activities. We nevertheless seek to achieve a balance between our commitment to the Arts and the principles of a broad, balanced curriculum and student choice.

### **Extra-Curricular Arts Activities**

The School offers a wide range of extra-curricular activities in the arts. There are regular music activities at lunchtime and after school and students provide live music in assembly. There is a Spring Concert and a Dance Festival each year and the music, drama and dance departments work closely together to produce an annual Senior BODS musical, with further large and small scale productions at Easter and in the summer term. Students frequently organise lunchtime concerts on their own initiative to raise money for charity.

Alongside colleagues within the faculty you will be expected to continue to promote and develop extra-curricular arts activities.

## **The Performing Arts Faculty**

There are three departments in the Expressive Arts Faculty; the Drama Department; the Dance Department and the Music department.

### **The Drama Department**

Head of Drama  
Drama Teacher

Staffing comprises the Head of Drama and 1 full time teacher and additional teaching is provided by members of the English Department. Drama is taught as a separate subject throughout Key Stage 3 and is offered as a popular option at GCSE. A Level courses are run in Theatre Studies and CTECH Performing Arts and is also popular option within the Sixth Form. Drama is taught in a specialist drama room and in the new performing arts block, which includes a purpose built Drama Studio. There is an Assembly Hall with deep stage, which is not used for Drama lessons but is ideal for school productions.

### **The Dance Department**

Head of Performing Arts/Physical Education Faculty  
Assistant Headteacher – Dance Teacher

The Head of Dance is Lead Practitioner and also Head of Faculty. Dance is taught in a Dance Studio within the Performing Arts block. Dance is taught to all pupils at Key Stage 3 within the Expressive Arts carousel. At Key Stage 4 it is a popular option at GCSE level. Dance is taught to AS and A2 standard within Sixth Form.

### **The Music Department**

Head of Music  
Lead Practitioner – Music & Performing Arts

Music is taught throughout Key Stage 3 and is offered as an option at GCSE and Music Technology at AS/A2-Level. There is a purpose built music block comprising two music classrooms and a number of music practice rooms. The Music Department works closely with other schools and with the Hillingdon Music Service. Many peripatetic teachers visit the school to work with individuals and groups and the cost for this is subsidised by the school. A number of our students are members of the Hillingdon Youth Orchestra.

### **Support Staff**

The Faculty has a dedicated technician.

Performing Arts/PE Technician

***Bishopshalt School operates strict Child Protection Recruitment Procedures, references will be called for in advance of interview and all successful candidates will be expected to undertake an enhanced DBS check.***

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## **JOB DESCRIPTION CLASSROOM TEACHER**

***The Classroom Teacher is responsible for teaching pupils at Bishopshalt School in accordance with the general duties and responsibilities contained in the statement of Conditions of Employment to be found in the current School Teachers' Pay and Conditions Document. The Classroom Teacher is immediately responsible to his/her Head of Department and through him/her to the Head of Faculty and ultimately to the Headmaster.***

### **1. Teaching Responsibilities**

- 1.1 To teach across the age and ability range as directed by the Head of Department (in consultation with the Deputy Head Curriculum) expecting the highest possible standards of work from the pupils commensurate with their abilities.
- 1.2 To comply with the school Teaching and Learning Policy and with school and departmental policy regarding aims and objectives, schemes of work, assessment, target setting, homework and administrative duties.
- 1.3 To make use, as appropriate of the resources of the departments, including information technology.
- 1.4 To mark pupils' work, assess their progress regularly and complete assessment sheets/reports by agreed dates.
- 1.5 To ensure the classroom is clean, attractive and educationally stimulating.
- 1.6 To encourage high standards of behaviour within the classroom particularly supporting the school policy on Classroom Expectations.
- 1.7 To foster high standards of hygiene and safety in all practical lessons.

### **2. Departmental Responsibilities**

- 2.1 To contribute to the achievement of school development plan and department development plan goals and targets.
- 2.2 To attend and contribute to departmental meetings.
- 2.3 To take part in In-Service Training activities as appropriate.

### **3. General Responsibilities**

- 3.1 To support the pastoral work of the school, including to be a Form Tutor and to contribute to teaching the school programme of Mentoring and Personal, Social, Health, Citizenship and Careers Education as required.
- 3.2 To take appropriate action when there is a breach of the school rules.
- 3.3 To carry out an equitable share of supervising duties in accordance with agreed rosters.
- 3.4 To adhere to safety regulations.
- 3.5 To participate in appropriate meetings with colleagues and parents in Directed Time, as required.
- 3.6 To participate in the school Performance Management/Staff Appraisal Scheme.
- 3.7 To adhere to and promote school policies on equal opportunities and race equality.
- 3.8 To continue to reflect current practice against the Bishopshalt standards.

#### **4. Review of Job Description**

- 4.1 This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required, by the Headteacher.
- 4.2 This job description will be reviewed at least once each year in the autumn term.
- 4.3 Person Responsible: Headteacher.

## **BISHOPSHALT SCHOOL PERSON DESCRIPTION**

### **1. Experience**

- 1.1 You will have successfully completed a course in Higher Education that carries a nationally accepted qualification.
- 1.2 You will have successfully completed appropriate and relevant professional training.
- 1.3 You will have had experience in your career that can be seen to have been relevant preparation for this post.
- 1.4 There will be evidence from your present or previous posts to show that you are a good practitioner in areas relevant to this post.
- 1.5 There will be evidence from your present or previous posts to demonstrate your creative and innovative capabilities.
- 1.6 We shall regard it as desirable to know that you have interests and experience outside the main teaching area.

### **2. Job Related Skills**

- 2.1 The prime requirement is for you to be able to fulfil to a high standard the various responsibilities specified in the Job Description but, in particular, to:
  - direct, guide encourage and support other staff so that the quality of their work is enhanced. This implies developing an awareness of their professional needs, interests and abilities and a sensitivity in managing their work; it also implies that **your** success will be marked by the achievements of the staff for whom you are responsible;
  - encourage the highest possible expectations of pupil achievements, be able to convert these into targets and goals and for you personally to expect the best standards in pupil work and behaviour;
  - carry out the administrative and organisational requirements of the post in a prompt and competent manner.
- 2.2 You will teach your subject with success. We shall particularly seek to verify teaching ability through your references.
- 2.3 It is normal practice in the school for staff to teach pupils from across a wide age and ability range. We shall expect you to be able to share successfully in this practice.
- 2.4 We shall be interested to know if you have skills or abilities that complement or strengthen those already to be found in the faculty.
- 2.5 A good teacher needs to be able to communicate effectively with pupils, parents and other staff. We shall expect you to possess this ability.
- 2.6 A good teacher needs to be able to create an atmosphere in which pupils can learn effectively; this implies quiet but firm class control and a high level of organisational skill in managing the work of pupils and the teaching resources available. We shall expect you to be able to meet this requirement.
- 2.7 A good teacher constantly expects the best in the work and behaviour of pupils. You will have high expectations of what your pupils can achieve.
- 2.8 We shall regard it as desirable for you to have interest and skills in the use of Information Technology.



- 2.9 We shall expect you to be able to demonstrate a range of organisational curriculum and personnel management skills appropriate to a middle management appointment.

### **3. *Personal Qualities***

- 3.1 You will be enthusiastic, will enjoy dealing with young people and will have a good sense of humour.
- 3.2 You will be willing to take responsibility and will show adaptability, enterprise and initiative in making your contribution to the school within the context of departmental and school policies.
- 3.3 You will have a commitment to the best interests of all pupils. This implies a warmth and sensitivity to pupils and a willingness to devote sufficient time to meeting their needs.
- 3.4 You will be joining a staff which works on the basic principles of mutual support whether as a department, as a pastoral year team or as the whole staff. We shall expect you to be reliable and co-operative and have the ability to both lead and work as part of a team.
- 3.5 Professional commitment is a strong characteristic of our staff. As a new colleague we shall expect you to join us in maintaining:-
- \* a very low level of staff absence,
  - \* a very high level of staff punctuality both in attendance at school and to lessons,
  - \* a smart and tidy appearance,
  - \* a willingness to become involved in extra-curricular activities,
  - \* a commitment to further professional training and advancement,
  - \* a commitment to the pursuit of the highest possible standards in everything we do as teachers.
- 3.6 You will be willing and able to comply with school policies on equal opportunities.
- 3.7 You will be willing and able to comply with the school Smoking Policy, which states that no one may smoke or vape on the school premises.