

Bullers Wood School

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Appointment of a Head of Drama

Outer London Pay Scale plus TLR 2b

To commence September 2018



Bullers Wood House

Closing date – Tuesday, 8th May 2018 – 9am



Bullers Wood School

St. Nicolas Lane, Logs Hill, Chislehurst, Kent, BR7 5LJ

Headteacher Mr. B. Greene BA NPQH

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Dear Applicant

Thank you for expressing an interest in the post of Head of Drama at Bullers Wood School. The information in this pack will, we hope, give you a good flavour of the school, as well as the application procedure and I hope having read it, you will decide to apply.

This post is available from September 2018 and offers an exciting opportunity to join an enthusiastic staff and very supportive department whose members are committed to making a real difference. The school was last fully inspected by Ofsted in May 2011 and we were awarded Outstanding. The report is available on our website. We are very proud of our achievements and for the last 4 years we have been congratulated by the Minister of State for Schools on our achievements at GCSE level placing us in the top 100 non-selective state-funded schools in England. In addition, we were in the top 100 for pupils achieving the English Baccalaureate. We have also regularly been in the top 10% nationally (out of over 2,500 schools and colleges) for our A level performance assessed by ALPS.

We are looking for an enthusiastic individual to help us to ensure that in every way Bullers Wood remains an outstanding school at our next Ofsted inspection, and that every one of our students achieves and exceeds both their targets and expectations.

The successful candidate will join Bullers Wood at an exciting time as we approach the opening of a secondary free school, Bullers Wood School for Boys in September 2018. This means that in the future there will be opportunities for enhanced professional and career development within the Bullers Wood Multi Academy Trust across both the Girls and the Boys schools.

When completing the application form, please follow the instructions below and demonstrate clearly how you meet the person specification and job description.

If you have any questions, please do not hesitate to telephone or email us.

We very much hope to receive your application.

Yours sincerely,

B. Greene
Headteacher

q u o d p o t e s t e n t a



THE POST AND SPECIFICATIONS

This post is available from September 2018.

Purpose of the position:

To lead the Drama department.

Head of Department Responsibilities:-

Make judgements about standards of students' achievement, rate of progress and personal development

- Analyse and interpret data on students' achievement in the subject and ensure student performance data is used effectively and is in line with departmental targets
- Review with teachers their assessments of progress for classes
- Oversee the setting of students into appropriate ability groups
- Sample students' work
- Moderate and review judgements about standards, including coursework
- Discuss work, progress and attitudes with sample groups of students
- Ensure procedures for both internal and external exams are carried out according to the School's procedures and the Boards' regulations as appropriate.

Evaluate teaching and learning

- Be accountable for the quality of the teaching of the subject
- Systematically observe colleagues teaching and review teaching and learning methods within the department to ensure they meet the needs of all students.
- Provide feedback on observations to colleagues
- Monitor and review the planning of Drama teaching
- Keep abreast of current initiatives by regular review.
- Review schemes of work annually and amend where necessary to ensure they focus on effective teaching and learning.
- Ensure the Departmental Assessment, Recording and Reporting Policy is in line with School Policy and is adhered to by all departmental staff.
- Support staff with student behaviour issues.
- Maintain a comprehensive view of departmental resources, to ensure that they are available to meet curriculum needs.

Lead sustainable improvement

- Arrange, conduct and keep records of departmental meetings and lead the department in discussion about best practice and priorities for the subject
- Lead the review, construction and resourcing of the curriculum
- Set targets for raising student attainment in the context of whole school targets
- Work with colleagues to organise appropriate intervention to address under-performance
- Develop and communicate a strategy for the improvement of the subject
- Take responsibility for organising departmental INSET time as well as monitoring the INSET needs of all members of the department.
- Create the capacity for change and inspire and enthuse colleagues by personal example (i.e. acting as a role model by maintaining a positive outlook and demonstrating sympathetic and focused support).

- Lead the improvement of teaching quality and encourage teachers to review and improve on their practice
- Ensure departmental views are reported to the appropriate bodies - Faculty, Governors, Headteacher.
- Be responsible for positive image of the department

Participate in whole School management responsibilities

- Contribute to the creation, implementation, monitoring and evaluation of the School Improvement Plan as it affects the department.
- Participate in working parties as required.
- Ensure all whole school policies e.g. Assessment, Health & Safety, Equalities, More Able and Special Educational Needs are in place and upheld within the department.

JOB DESCRIPTION

Please note that the post holder will also be a form tutor. Tutor responsibility and timetable responsibility will be adjusted if a responsibility post is undertaken.

CLASSROOM TEACHER

Core purposes of post

- To provide positive support and guidance with regard to the personal, academic, social and moral development of all students.
- To provide a high quality educational experience for all students.
- To help the school achieve its purpose, aims and values.

General Duties and Responsibilities

- To carry out the duties of a School Teacher as set out in the School Teachers Pay and Conditions Document.
- To continue to meet the Professional Standards for Teachers in England
- To follow school, faculty and departmental procedures.
- To support the school ethos and adhere to school policies
- To be committed to safeguarding and promoting the welfare of children and young people

Knowledge & understanding

- Be aware of and actively promote the school's aims, values, priorities, targets and action plans.
- Have a secure knowledge and understanding of specialist subject(s)
- Have a detailed knowledge of the relevant aspects of the students' National Curriculum and other statutory requirements.
- Understand progression in specialist subject(s)
- Cope securely with subject-related questions which students raise and know about students' common misconceptions and mistakes in their specialist subject(s).

Planning & setting expectations

- Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the students being taught as identified in the school's Teaching & Learning policy
- Set appropriate and demanding expectations for students' learning and motivation.

- Set and monitor clear targets for students' learning, building on prior attainment.

Teaching & managing student learning

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, pace and challenge are maintained, and best use is made of teaching time.
- Use teaching methods which keep students engaged, including stimulating students' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Participate in preparing and presenting students for public examinations
- Identify students who have special educational needs, and implement and keep records
- Identify students who are gifted and talented and provide appropriate stimuli

Assessment & evaluation

- Assess how well learning objectives have been achieved and use this assessment and school provided data on a regular basis for future teaching and target-setting.
- Keep regular records of student progress
- Set homework in accordance with the School's homework policy
- Mark and monitor students' class and homework providing constructive oral and written feedback, setting targets for students' progress.
- Understand the demands expected of students in relation to the National Curriculum, KS4 and post-16 courses.
- Record and report on student progress, following school and departmental policy.

Behaviour Management

- Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships, following the school systems.
- Consistently apply the school's Behaviour Management policy, encouraging positive behaviour, using the classroom code and taking appropriate action in cases of indiscipline

Relationships with parents & the wider community

- Prepare and present informative reports to parents.
- Attend parents' evenings and Open Evenings as required
- Recognise that learning takes place outside the school context and provide opportunities to develop students' understanding by relating their learning to real and work-related examples.
- Be prepared to liaise with agencies responsible for students' welfare.

Management of performance & development

- Take responsibility for own professional development and to keep up-to-date with research and developments in pedagogy and in the subjects taught, within the context of the School Improvement Plan.
- Understand professional responsibilities in relation to school policies and practices.
- Set a good example to the students in presentation and personal and professional conduct.
- Evaluate own teaching critically and use this to improve effectiveness.

- Participate in school system of performance management
- Participate in arrangements for further training and professional development, including INSET
- Attend and participate in faculty/departmental and other meetings as required.

Relationships with colleagues

- Establish and maintain effective working relationships with colleagues including support staff.
- Advise and co-operate with all colleagues on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching, assessment and pastoral arrangements

Resources

- Select and make good use of textbooks, ICT, DVD/video, internet and other learning resources which enable teaching objectives to be met.

Health & Safety

- Be familiar with and comply with the School's Health and Safety policies
- Be responsible for the health & safety of students when they are authorised to be on school premises and when engaged in authorised activities elsewhere
- Prepare risk assessments as appropriate
- Take class register on SIMS and inform the office of any concerns

Other

- Undertake any other professional requirements specific to this post.

This job description may not necessarily be a comprehensive definition of the post. It will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the holder of the post.

Salary

The DfE no longer publishes any pay scale points for reference. Pay scales at Bullers Wood are based on previous STPCD pay scale points for 'Main' and 'Upper' pay scales uprated as appropriate in line with guidance set out by the STPCD.

Person Specification

The successful applicant is likely to demonstrate the following qualities:

Knowledge & Experience

- A good degree in a relevant subject
- Evidence of subject leadership or leadership potential
- Qualified Teacher Status (QTS)
- A clear philosophy on how and why Drama should be taught
- Subject knowledge sufficient to challenge students and achieve high outcomes
- Awareness of the strategies available for improving the learning & achievement of students
- A good understanding of curriculum developments in the specific subject area
- Familiarity with national strategies
- Recent relevant professional development

- An excellent classroom practitioner

Skills & Abilities

- Able to use a range of teaching & learning strategies
- An understanding of how assessment for learning can improve student performance
- A confident & competent user of ICT in the teaching of the subject to enhance student learning
- Able to use student level data to raise standards
- Able to communicate both orally & in writing to students & their parents
- Be willing to be fully engaged in the whole life of the school
- Have a commitment to team work

Personal Qualities

- Enthusiasm & a positive outlook
- The ability to motivate, support, inspire and work collaboratively with a team of specialist staff, teaching and support
- The ability to work independently and collaboratively as a member of a team of middle managers
- Commitment to high student expectations
- Creative in problem solving together with a willingness to take on or try new approaches & ideas
- Commitment to extracurricular activities
- A positive attitude towards professional development and own learning
- Reliability & integrity
- Good personal organisation
- Commitment to high standards and expectations

In addition the successful candidate must be willing to uphold the ethos and policies of the school, including the commitment to safeguarding and promoting the welfare of children and young people.

The Drama Department at Bullers Wood

Overview

The Drama department consists of 3 experienced members of specialist staff and is supported by staff from other departments in the teaching of KS3. Drama is a popular subject with high numbers opting to take the subject at GCSE and A Level and participate in LAMDA examinations. We also have a high involvement of students across the school participating in extra-curricular activities led by the department. The Drama department has collectively worked very hard alongside students and parents to obtain outstanding results.

All Drama staff teach across the age and ability range in Key Stage 3 and 4 and are given the opportunity to teach at sixth form level if suitably qualified and when the opportunity arises. The extra-curricular programme is shared between the department staff.

Drama Facilities

Drama lessons are mainly taught in one of the two studio spaces, one of which is equipped with a full lighting rig and sound system; this is the space used of examination performances. The second studio includes T-bar lighting to enable KS3 assessments to be lit when

appropriate. We also have access to the main hall, the dance studio and the Dalo which are used as teaching and rehearsal spaces.

Setting policy

All classes across the key stages are taught in mixed ability groups.

Key Stage 3

Considerable emphasis is placed on developing key Drama skills including subject specific terminology, performance and evaluation skills. In years 7 & 8 students study 6 units, one each half term covering a range of themes and skills. Students are assessed at the end of each unit and progress is recorded in Drama booklets.

In year 9 students study longer units, focused on development of independent work and designed to reflect the requirements of the GCSE specification. They are assessed each half term.

Key Stage 4

Students follow the AQA GCSE syllabus. All students participate in LAMDA group devising examinations during Year 10. Regular theatre visits are an essential part of the course. Students perform their examination pieces to a public audience.

Key Stage 5

Students follow the EDUQAS syllabus and are encouraged to take LAMDA Bronze, Silver or Gold examinations alongside their studies. We also have entered students successfully for the LAMDA PCert.

Additional Information

The extra-curricular activities offered by the department include:

- Whole School Production
- KS3 Drama Clubs term run by Student Leaders
- LAMDA examinations for years 7-13 students

AN INTRODUCTION TO BULLERS WOOD

Context

Bullers Wood is a highly successful comprehensive 11 – 19 girls' school with boys admitted to the sixth form. We are significantly oversubscribed, with admissions from over 50 primaries, and enjoy an excellent reputation in the community.

Mission and Ethos

Our purpose is to develop well qualified, confident and appreciative individuals who show tolerance and co-operation and are ready to play positive roles in the international community.

Students

The number on roll is 1563, including 454 students in the mixed sixth form. We serve a generally affluent community and parents have a choice of Bullers Wood as a comprehensive school for girls or selective education within Bromley and other LAs (Bexley, Kent). The proportion of girls eligible for free school meals is below the national average. About a fifth of the total roll is from an ethnic minority background and some 15 languages are spoken.

Very few girls are learning English as an additional language. The behaviour of students is good, with the vast majority keen to learn and succeed.

In 2017, 80% of students achieved 5+ GCSE's at A* - C (9-4) including English and Maths, 50% of A level results were graded A* - B.

School Organisation

The staff at Bullers Wood are friendly, hardworking and conscientious. We actively promote continuing professional development for all staff, in line with the needs of the individual and those of the School. We offer a full and comprehensive induction and ongoing support programme for all new staff. NQTs are allocated a dedicated mentor to support them through their NQT year.

The School is a founder member of the highly regarded Bromley Schools Centred Initial Teacher Training Collegiate which enables our staff to share their expertise and good practice with others. We also train teachers through the Graduate Teacher Programme.

Our Accommodation and Facilities

Twenty two acres of woodland and landscaped grounds surround Bullers Wood House, a mansion with interior design by William Morris and exterior by Ernest Newton – both leading Victorian designers. This makes it unique, creating a high quality environment and atmosphere which students enjoy and remember.

APPLICATION PROCEDURE

- i. Read carefully all the information about this post
- ii. If you have any questions, please do not hesitate to telephone or email ***Gill Newton, Human Resources Manager, on ext 359 or gnewton@bullerswood.bromley.sch.uk***. Please also contact her if you wish to visit the school before applying.
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. ***It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.***
- iv. In section 8 Letter of Application, please tell us
 - o Why you are applying for this post
 - o How your experience, skills, training and/or qualifications equip you for it i.e. how you meet the person specification and requirements of the job description. Please indicate clearly if you wish to be considered for either responsibility post and why.

Send your completed application form by fax, email (if downloaded from our website) or through the post to:-

Mrs Gill Newton
Human Resources Manager
Bullers Wood School
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ

gnewton@bullerswood.bromley.sch.uk

Fax: 020 8467 9054 (Confidential)

Please send your application **by Tuesday, 8th May 2018 – 9am.**

Appointment Process

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

- iii. Candidates called to interview will
 - be given a tour of the school
 - usually have an opportunity to meet with members of the department
 - normally be expected to conduct a short teaching task to students that will be observed by one or more members of staff and usually include the headteacher and/or deputy headteacher and the Director of the Faculty/Head of department. Details of the task will be given in advance.
 - Have an interview with members of the Senior Leadership Team and Head of Department.

Pre-employment Checks

Bullers Wood is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity, one of which must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications and QTS.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to teach.

Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position.

The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.