



Information for Prospective Candidates



Gildredge
House

An Ofsted
GOOD
School



SEPTEMBER 19 2023

Gildredge House

Position: Teacher of Drama. Full time, Permanent

Start date: 01 January 2024

Deadline: Please see website for details

An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of **Teacher of Drama**. We hope this pack is informative and useful but if you require any additional information or have questions, please contact careers@gildredgehouse.org.uk

CLOSING DATE: Please see website for closing date

START DATE: 01 January 2024

INTERVIEWS: In the week following the closing date

HOURS OF WORK: Full Time, Permanent

SALARY RANGE: Gildredge House Main Pay Range - **M1 - UPR 3** (£28,000 - £43,685 in 2022-23)

- Are you passionate about sharing your enthusiasm for the Drama and the Performing Arts?
- Do you encourage and achieve high levels of participation, enjoyment and attainment for your students?
- Are you an able and talented practitioner and teacher, with the ability to inspire and motivate your students?
- Can you support a thriving and exciting extra-curricular Performing Arts programme?

If so, then Gildredge House would love to hear from you!

We are looking to appoint an exceptional candidate to the position of Teacher of Drama for our all-through free school.

Teachers in the early stage of their career would benefit from working alongside a staff of committed and experienced teachers, in an exciting and unique setting. QTS is required and ECTs are very welcome to apply.

Our 'Good' Ofsted judgement (November 2018) is a strong foundation on which to build and develop the school. The challenge is to sustain and further improve through every aspect of Gildredge House as the school continues to develop.

If you would like to find out more, please get in touch. We welcome visits from prospective candidates, by appointment. Please contact us via: careers@gildredgehouse.org.uk to enquire.

Gildredge House offers:

- continuity of education for boys and girls aged 4+

- an expectation of high academic standards
- strong discipline
- excellent pastoral care
- a range of extra-curricular activities
- parent and community involvement

Our school motto: 'Aspire'

As an employee of the school, you would benefit from:

- A two-week break in the Autumn Term, allowing for holidays to be taken out of peak season
- A supportive induction programme for new staff to the school.
- Investment into your career development through appropriate, regular CPD.
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Access to a full employee assistance programme, in support of wellbeing
- Complimentary tea and coffee in our staffroom
- On-site parking

If you are interested in the position please download the Application Pack on our website.

Please complete the Application for Employment Form and return to careers@gildredgehouse.org.uk by 9.00am on the date indicated on the website

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS with Children's Barred List check and a Declaration that you are not a disqualified person under the Childcare (Disqualification) Regulations 2006.

Please note that under the GDPR, by replying to this advert, you are consenting to Gildredge House processing and retaining your personal information for the purposes of this application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Gildredge House to process your application any further. For further details please see the specific Privacy Policy for job applicants which can be found at <https://www.gildredgehouse.org.uk/our-school/data-protection/>

Teacher of Drama: Job Description

Post

Teacher of Drama in the Secondary Phase of the school (11-16)
Full-time, Permanent post

Purpose of the Job

To teach students within the school at Secondary, and where appropriate Primary, age range and to carry out such other associated duties as are reasonably assigned by the Executive Head Teacher and Heads of School.

Functional Relationships

The post-holder is responsible to the Executive Head Teacher in all matters, and to the Head of Department: Performing Arts in respect of day-to-day curricular matters.

The post-holder also interacts on a professional level with teachers within Performing Arts (Drama & Music), including peripatetic staff and will seek to establish and maintain productive relationships with them and to promote mutual understanding of the school aims, with the purpose of improving the quality of Performing Arts teaching and learning in the school. The post-holder may also be required to interact with local theatrical and musical organisations and performers.

Particular Responsibilities

The particular responsibilities attaching to the post of Teacher of Drama are as follows:

- a) to teach, according to their educational needs, students assigned to the allocated classes
- b) to control and oversee the use and storage of performing arts equipment and other teaching materials provided for class usage
- c) to maintain discipline in accordance with the rules and disciplinary systems of the school
- d) to contribute to Department meetings, discussions and management systems necessary to coordinate the work of the Department and integrate this into the work of the school as a whole in seeking to achieve school aims and targets
- e) to promote safeguarding, student well-being and equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy in keeping with the Equality Act 2010
- f) contribute to the overview of Whole School Performing Arts, liaising as necessary with the Head of Performing Arts
- g) to foster innovative and imaginative curricular and extra-curricular work in the Performing Arts
- h) to inspire a positive atmosphere in the department which enables all staff to develop and maintain an enthusiastic attitude towards the subject and confidence in teaching it
- i) to support the curricular work of the Music and Drama teachers although they report directly to the Head of Performing Arts on their academic performance
- j) to achieve excellent communications within school regarding Performing Arts, involving teams of specialists to contribute to performances and events, and communicate and network successfully with individuals and organisations beyond school
- k) to teach either individuals, small groups or classes, as appropriate to qualifications and experience in Drama studies

- l) to contribute to the wider life of the school by leading a variety of extra-curricular Performing Arts activities
- m) to contribute to Musical or Dramatic productions that represent Gildredge House in a manner befitting the Gildredge House ethos and to strive for excellence. This may include some weekend rehearsals and may on occasions run well beyond the school day (5.00pm)

A teacher's professional duties are deemed to include the following:

Teaching (having regard to the curriculum of the school):

- planning and preparing courses and lessons;
- developing teaching resources, particularly with regard to the differentiation for students of different abilities and the increased use of ICT;
- teaching the students assigned to the teacher (according to their educational needs) and setting and marking work to be carried out by the students in school or elsewhere;
- providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.
- implementing whole school academic policies.

Activities related to teaching

- promoting the general progress and well-being of individual students and of any class or group of students assigned to the teacher;
- providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
- making records of, and reports on, the personal and social needs of students;
- communicating and consulting with the parents of students;
- communicating and co-operating with persons or bodies outside the school;
- attending and presenting reports at Governors' meetings if required;
- participating in meetings arranged for any of the purposes described above.

Review: further training and professional development

- reviewing methods of teaching and programmes of work; and
- participating in arrangements for further training and professional development.

Educational methods

- advising and co-operating with the Executive Head Teacher, Heads of School and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment, and pastoral arrangements.

Discipline, health and safety

- maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Staff meetings

- participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Covering for absent colleagues

- rarely supervising / teaching any students whose teacher is not available.

Public examinations

- participating in arrangements for (i) preparing students for public examinations and (ii) assessing students for the purposes of such examinations;
- recording and reporting such assessments; and
- participating in arrangements for students' presentation for, and supervision during, such examinations.

Whole School


- Most staff are responsible, as Form Tutors, for the academic progress and pastoral welfare of a small group of students.
- Most staff attend assemblies, register the attendance of students and supervise students, whether these duties are to be performed before, during or after school sessions.
- All staff are expected to participate in whole-school and out-of-school activities as reasonably required.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high-quality teaching and learning and the safeguarding, well-being and care of students.

Elements of this job description and changes to it may be negotiated at the request of either the Executive Head Teacher or the incumbent of the post, and it should be noted that the post-holder is expected to carry out such duties as may reasonably be required by the Executive Head Teacher and Heads of School from time to time.

Teacher of Drama: Person Specification

ESSENTIAL	DESIRABLE
Qualifications	
<ul style="list-style-type: none"> Honours degree from a recognised university QTS in Performing Arts Specialism 	<ul style="list-style-type: none"> Music Theory / Instrumental skills
Skills and Experience	
<ul style="list-style-type: none"> Experience of teaching Drama to GCSE Level, including evidence of high student achievement 	<ul style="list-style-type: none"> Experience of teaching Music at KS3 or KS4
<ul style="list-style-type: none"> Basic directing / musical directing skills 	<ul style="list-style-type: none"> Experience of producing / directing plays, musicals and shows of high quality
<ul style="list-style-type: none"> Knowledge of key practitioners and ability to select appropriate texts for identified age groups 	<ul style="list-style-type: none"> Experience of a wide range of different genres in Drama, both in teaching and performance
<ul style="list-style-type: none"> Basic ability in an aspect of dramatic production e.g. working knowledge of lighting 	<ul style="list-style-type: none"> Knowledge of music production software such as Sibelius / music composition / music performance skills and experience
<ul style="list-style-type: none"> Relevant and recent CPD in aspects of the Performing Arts 	<ul style="list-style-type: none"> Excellent knowledge and understanding of current issues in the Performing Arts education, underpinned by relevant and recent CPD
<ul style="list-style-type: none"> Experience of involvement in extra-curricular Performing Arts activities 	<ul style="list-style-type: none"> Experience of leading extra-curricular Performing Arts activities
<ul style="list-style-type: none"> Very good oral and written communication skills including use of ICT, in order to communicate with a variety of stakeholders 	<ul style="list-style-type: none"> High level ICT skills e.g. use of projection to enhance productions
Personal Attributes	
<ul style="list-style-type: none"> Strong commitment to the values and ethos of Gildredge House, with an excellent understanding of the principles of positive behaviour management 	<ul style="list-style-type: none"> Confidence and authority to represent the school impressively and to promote the Performing Arts at Gildredge House
<ul style="list-style-type: none"> Passion for Performing Arts education 	<ul style="list-style-type: none"> Ability to influence positively the work of individuals within the Performing Arts
<ul style="list-style-type: none"> Flexibility in terms of approach to professional duties 	<ul style="list-style-type: none"> Ability to meet the requirement to contribute to the Performing Arts beyond curricular hours, at evenings and weekends, at plays, concerts and shows and other Performing Arts events
<ul style="list-style-type: none"> Good organisational and time-management skills 	<ul style="list-style-type: none"> Ability to motivate large numbers of students and staff
<ul style="list-style-type: none"> Understanding of own strengths and areas for development 	<ul style="list-style-type: none"> Readiness to identify and respond to new challenges positively



“Our vision is for all students to be co-operative, confident, ambitious and successful members of our community”

If you think like us and share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that is extraordinarily hardworking and most importantly makes sure each child reaches their full potential.

The deadline for applications is indicated on the School website. If you are interested in the position, please complete an Application Form, available from the school website:

<https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please return the completed Application for Employment to careers@gildredgehouse.org.uk by 9.00am on the closing date.

We look forward to hearing from you.