



Vacancy for Temporary Teacher of Drama.

Closing Date: Monday 19th May 2014

Dear Applicant

Thank you for your interest in our vacancy for a Temporary Teacher of Drama. In this section of our website you should find the following documents;

- Information about Ellesmere College (please also browse our website for more information)
- Personal Specification and Job Description (including summary of main terms and conditions)
- Application Form for Teaching and Coaching Posts
- Guidance Notes

If you wish to apply for the position, please follow this procedure:

Read the Application form for Teaching & Coaching Posts and complete as fully as possible. Please note that under Safeguarding Children requirements we do need full details of your education and employment since 16 with no gaps unexplained. You may include a C.V. but do ensure it does cover all aspects asked for on the application form and note that **it will not be accepted in place of the application form.**

Include a covering letter explaining why you are applying for the position and how your skills and experience match the requirements of the role.

Completed forms and covering letter should be returned for the attention of:

The Headmaster's Secretary, Ellesmere College, Ellesmere, Shropshire. SY12 9AB. Alternatively, you can email your application to: **hmsecretary@ellesmere.com**

The closing date for receipt of your completed application form and covering letter is:

9.00am Monday 19th May, 2014

If you have any queries regarding this vacancy, please call 01691 622321 and ask for Mrs V. Wells, Headmaster's Secretary.



ELLESMERE COLLEGE APPLICATION FORM

Form of application for Temporary Teacher of Drama

Surname

Address

Forenames

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Telephone Number (H)

(W).....

E-Mail Address

Mobile.....

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National Insurance No.....

Date of birth*

Dcsf Superannuation Scheme: Are you a member?..... DCSF/SED Reg. No.....

Education and Qualifications

Degree (subject/class and awarding university) and teaching qualifications

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P.G.C.E.....

Schools attended and dates

Please list secondary school and all other education between school and university post 16 and qualifications obtained. You may enclose a C.V. to provide fuller information but it cannot be in place of completion of this form, listing name of all educational establishments attended, starting with secondary school, and dates from and to.

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*Date of birth is required to ensure correct identification of candidate as set out in the Safeguarding Children guidance provided by the Department for Children, Family and Schools.

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In what activities are you **currently** involved outside the classroom?

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Please give details of any outdoor interests together with any qualifications held.....

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Please briefly outline your career aspirations
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*Religion What is your religious affiliation?
Are you a regular communicant?

*The College is part of the Woodard Foundation which is a Christian Foundation. Applications from all religions are welcome, and from those without any religious belief. However tolerance and respect of the religion of the school is expected from all employees. Teachers should be willing to supervise pupils as they participate in our Chapel services each week.

Driving: Are you entitled to hold a licence?.....
Please give details of any disqualifications

Present Salary

Please list most recent INSET experience (past 12 months)

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The College is committed to safeguarding and promoting the welfare of its students and expects its staff to share this commitment. Applicants must be prepared to undergo child protection screening including checks with past employers and CRB. As part of our safeguarding children procedures we are obliged to have all gaps accounted for. We therefore need a full education history and employment history. Please explain any gaps in your education post-16 and employment record fully. Should you be shortlisted **we will contact referees prior to interview.**

Referees

Please give two names as Referees. One must be your current employer and neither can be anyone related to you. Please note that referees will be contacted if you are shortlisted **prior to your attendance** at interview. *Please do not use a current employee of Ellesmere College as a referee. All must be independent of the College.*

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Awareness and Consent – all applicants are required to read and sign below

I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.

I understand that the School will institute its own checks upon successful applicants with the Department for Children, Family and Schools, the Criminal Records Bureau and the Independent Safeguarding Authority and that failure to declare a conviction will disqualify me from appointment or result in summary dismissal.

I consent to Ellesmere College processing the information on this form, including any sensitive or confidential information as may be necessary during the recruitment and selection process and accept that checks on my background during this process must be conducted under the Department for Children, Family and Schools regulations and guidance relating to Safeguarding Children.

Signed: Date:

Name in Capitals

You may include a C.V. which will outline your skills and experience in more detail but this cannot be in place of completing this form.

It is recommended that you provide a letter in support of your application which should pay attention to the details outlined in the person specification for this post and demonstrating how you feel your skills and experience match the description of the job and the person specification.

Declaration:

This post is exempt from Rehabilitation of Offenders Act 1974 and in line with the Criminal Records Bureau code of practice, you are obliged to disclose previous convictions, cautions, bind-overs and any outstanding cases.

This will not be taken into account in the short-listing process but if you need to disclose something then you are to enclose a confidential statement for the attention of the Headmaster, who will not open it unless you are shortlisted for interview. Please return this form unsigned, together with your statement, in a sealed envelope marked: Personal – Headmaster. The contents of your statement will be discussed with you at interview

If you do not have anything to disclose please read the following statement and sign underneath

Declaration

I declare that I do not hold any previous convictions, cautions, bind-overs and or have any outstanding cases. The Secretary of State for Education has never issued me with a personal warning and that my name has never been included on List 99 as one who may not be employed in schools and I am not currently disqualified from working with children.

Signed: Date:

Name in Capitals



Ellesmere College Job Description

Job Title: Teacher of Drama (Temporary - One Term)
Responsible To: Head of English
Responsibilities:

TEACHING

- Plan work in accordance with faculty/department schemes of work and programmes of study.
- Liaise with relevant colleagues on the planning of units of work for collaborative delivery.
- Work in collaboration with support for learning in the planning for teaching of identified pupils.
- Take account of students' prior levels of attainment and use them to set targets for future improvements.
- Set work for students absent from College for health or disciplinary reasons.
- Maintain good discipline by adherence to the advice given to staff in the staff handbook and elsewhere.
- Set high expectations for students' behaviour by establishing a purposeful working atmosphere in accordance with the college's behaviour code.
- Set appropriate and demanding expectations for students' learning, motivation and presentation of work.
- Collaborate with the Arts Centre Manager / Stage Technician to ensure effective planning.
- Liaise with and support non-specialist colleagues involved in year group Drama productions.
- Direct and / or support pupil directors in the production of performances.

ASSESSMENT, RECORDING & REPORTING

- Maintain notes and plans of lessons undertaken and records of students' work.
- Mark, monitor and return work within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning as appropriate.
- Carry out assessments and reports as required.
- Attend the appropriate parents' evenings to keep parents informed as to the progress of their child.
- Be familiar with the Individual Education Plans for students that you teach.

PASTORAL WORK

- Undertake responsibility for a tutor group as required including tutor/student interviews.
- Participate or lead in appropriate area of Activities programme specifically those related to Performance Arts Activities
- Undertake school duties

PROFESSIONAL STANDARDS

- Support the aims and policies of the College.
- Treat all members of the community, colleagues and students, with respect and consideration.
- Treat all students fairly, consistently and without prejudice.
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
- Promote the aims of the College by attendance at and participation in events such as open evenings, option evenings.
- Support the ethos of the college by upholding the behaviour code, uniform regulations etc.
- Take responsibility for their own professional development and participate in staff training when provided.
- Participate in the management of College by attending various team and staff meetings.
- Ensure that all deadlines are met as published in the academic calendar.
- Undertake professional duties that may be reasonably assigned (e.g. cover, etc.).
- Be proactive and take responsibility for matters relating to health and safety.

This job description is an overview of the main tasks and responsibilities of the post. It will be reviewed as part of the appraisal cycle and may be subject to modifications or amendment after consultation with the post holder.

Ellesmere College is committed to safeguarding and promoting the welfare of its students and expects its staff to share this commitment. Applicants must be prepared to undergo child protection screening including checks with past employers, CRB and register with ISA. Employees must be prepared to participate in child protection training and adhere to our policies and procedures for child protection and pupil welfare.



PERSONAL SPECIFICATION

Post title: Teacher of Drama (Temporary – One Term)

Area	Essential	Desirable
Qualifications	Appropriate degree and Teaching qualification	Recent and relevant CPD
General Experience	Relevant experience in either teaching Drama or, if an NQT, appropriate degree and relevant teaching practice.	Experience of responsibility for a specific area/activity that includes working with others to achieve a specific goal
Specialist Experience	Comfortable in analysing pupil progress and make effective use of assessment to inform and enable improved pupil progress.	Computer literate with a desire to develop resources for teaching. Familiar with SIMS
Skills & Knowledge	<p>Pragmatic and analytical approach to problem solving.</p> <p>Ability to work closely and cooperatively with Head of Dept.</p> <p>Excellent team player with clear focus on agreed outcomes.</p> <p>Ability to communicate effectively with pupils and parents, colleagues and external contacts where necessary in both oral and written form.</p> <p>Ability to prioritise work effectively and able to meet deadlines.</p> <p>A calm and controlled demeanour.</p> <p>The ability to respond well to pressure, maintain good classroom standards and be able to multi-task efficiently.</p>	<p>Awareness of relevant current changes at GCSE and A level.</p> <p>Experience or awareness of the Theatre Studies course within the International Baccalaureate.</p>
Welfare	An awareness and understanding of child safety measures within a whole school context.	
Other	<p>Well presented physical appearance.</p> <p>Good health.</p> <p>Willing and able to contribute to extra-curricular programme of sports and outdoor pursuits.</p>	<p>Sociable.</p> <p>Sense of humour.</p> <p>Keen to keep up to date with specialist knowledge and develop responsibilities.</p>



Ellesmere College The Drama Department

The Drama department has seen steady growth over the last few years and offers opportunities to pupils in both the curricular and extra-curricular areas. The teacher of Drama will take a full Drama timetable. In addition there is a full time teaching English and Drama teacher in post. All work closely as a team on curriculum planning, to co-ordinate and to develop schemes of work and teaching resources. There is a post graduate placement post for Art Centre Technician and Manager to assist with productions and administer the running of the Art Centre (School Theatre).

Drama Aims:

- Introducing pupils to a wide **range of** dramatic **texts** and encouraging an interpretation of them.
- Helping pupils understand the cultural and historical **contexts** in which drama originates and is performed.
- Experimenting with different performance **styles** and dramatic **forms** and matching these to the texts studied.
- Teaching pupils how to use **voice** fluently and with clarity of intention.
- Teaching pupils how to use **movement** fluently and with clarity of intention.
- **Improvising and devising** around the central themes of a stimulus in order to gain insight into its dramatic potential.
- Working towards a **formal presentation** of a drama.
- Reviewing how pupils' own explorations of ideas in drama match the ideas of other **practitioners** and commentators.
- Teaching pupils how to **respond** critically to written texts of plays and to both live and recorded performances from a variety of cultures, genres and styles.
- Providing students with a practical understanding of **theatre crafts** - including lighting, sound, scenic design, costume design, make up and stage management.

The Drama aims and objectives are intended to complement the whole school policies and aims of Ellesmere College. These whole school aims fall into three categories:

- Cognitive development
- Physical development
- Affective development

Drama is in the almost unique position of dealing with all three categories and the department attempts to recognise this within its frame of reference.

While Drama has a major role to play in itself, in the delivery of the English N.C. and in cross-curricular activities, it is not a formal subject in the National Curriculum (N.C.). The future inclusion of Drama within the N.C. is a change that the department would very strongly support.

Further Aims of Ellesmere College Drama Department

1. To maintain and/or stimulate lasting pupil curiosity, interest and enjoyment in Drama. To create an atmosphere where pupils wish to learn, so that they come to enjoy Drama, because they are active participants in it, and where staff enjoy teaching the subject, so they give of their very best. This will enable each pupil to achieve his/her potential in a variety of situations, using all available resources appropriately, to ensure the highest level of achievement for each pupil.
- 2.a) To enable pupils to be familiar with a body of knowledge, principles, skills, techniques and vocabulary related to Drama.

- 2.b) By exposing pupils to a wide range of material (both literary and media) we aim to enable pupils to see Drama as a major cultural feature and part of a wider body of knowledge and skills.
- 3.a) To enable pupils to develop a range of desirable personal qualities such as safety awareness, politeness, perseverance, concern for others, initiative and independence.
- 3.b) To enable pupils to work independently and as part of a team in varied activities, so as Drama contributes to the development of core skills such as ICT, reading, writing and speaking.
- 4.a) To employ teaching methods and resources that allow all pupils (irrespective of their gender, ethnic origin, academic ability, etc.) to have equal access to Drama and to experience success and enjoyment in their work.
- 4.b) To value each individual and so encourage each pupil to feel the value and worth of others. In doing so, to encourage empathy, so that each pupil approaches issues of Race, Gender and Ability with tolerance and insight.
- 5.a) To develop an awareness in pupils of the implications of Drama (past and present) for the individual and the local, national and international communities.
- 5.b) To allow pupils to develop informed opinions and to be able to support them by reasonable arguments free from prejudicial intolerance.
- 5.c) To foster and encourage a lasting enjoyment and appreciation of dramatic literature from a variety of cultures and traditions.
- 5.d) To encourage pupils to consider critically the way language is used and abused by writers and the mass media and to develop the ability to analyse, evaluate and discriminate this use of language.

Resources

The school theatre is a well equipped and much used space. It operates as a drama classroom for the majority of pupils' lessons. There is access to technical theatre equipment as well.

Our pupils have access to a range of up-to-date publications, digital texts and magazines, and we also have a comprehensive range of reference books for specialist use by teachers and pupils.

The department makes extensive use of its IT facilities. We expect rapidly increasing use of the new Virtual Learning Environment and many resources are already available as digital downloads for pupils and for sharing by staff. Apps for teaching and learning are used with mobile technology. Office, PowerPoint and the interactive smart board are used in our teaching. We make good use of a new digital camera for recording and assessing pupil work.

Examination subjects

IB THEATRE ARTS (IBO)

This was introduced in September 06. While we have only ever had one candidate in any year group taking the course it has been a successful option. It is taught in conjunction with the AS and A level course and has the advantage of pupils being able to use extra-curricular drama activities as part of the course. The Head of Department has taught this course to date.

AS/ A2 Drama and Theatre Studies (Edexcel)

The new course is manageable for students and offers some interesting challenges. Teaching is split between the teaching staff.

GCSE Drama (WJEC)

This is a very popular option at GCSE and offers pupils the chance to explore both scripted and devised work. There is currently one group in Year 11 and two teaching groups in Year 10. Each group has one teacher who will see them through the full two year cycle.

Other aspects of the department.

On-line Curriculum (VLE)

The department is rolling out a programme of having all teaching and learning material available for pupils to download or access away from the classroom. This is rapidly expanding.

Theatre Visits

Drama pupils are expected to attend at least two theatre trips a year and we visit theatres in Manchester, Liverpool and more locally as often as possible. We also have visiting companies coming to the school.

Stage Tech

This extra curricular option allows pupils to learn how to operate and design with lighting and sound as well forming the backbone of crews for school productions.

Current Drama Department Staffing

Mrs Pippa Bell

Director of Drama (Head of Department - HOD)

Head of Department responsibilities:

Co-ordinate department meetings

Induct and settle new teachers

Arrange training for teachers in the department – in house and externally

Decide on the teaching timetables and splitting of the schemes of work

Co-ordinate school productions

Pastoral Role:

Form Tutor

Ms G. L. Heald

English and Drama Teacher

Responsibilities:

Co-ordinate allocated school productions. Drama activity on a Tuesday and Drama as part of the Arts Award

Pastoral Role:

Form Tutor

Mrs R. L. Schubert

Drama and RS Teacher

Responsibilities:

Co-ordinate allocated school productions. Drama activity on a Tuesday and Drama as part of the Arts

Mr R. Harm

Arts Centre Manager/Technician

Joined the College in 2013 as the Arts Centre Manager (which is normally a one year placement for Post Graduates but we are hopeful Mr Harm will stay on another year as he has been excellent and will prove a great help to the newly appointed Teacher of Drama.

Guidance Notes for Applicants

Short listing decisions will be made using the application form and this is your only opportunity to tell us about yourself, therefore it is essential that you complete the form as fully as possible and enclose a covering letter demonstrating why you feel your skills and abilities make you suitable for this position.

Please note that a CV will only be accepted when accompanied by a fully completed application form.

General points to be aware of and remember:

Please use the information provided in the job description / person specification to assess your suitability for the job. You will need to demonstrate that you have the skills, knowledge and experience necessary to do the job. It will not be sufficient to simply state that you fulfil certain criteria. Therefore please provide supporting evidence, giving specific examples of how you meet the requirements of the post.

Process

After the closing date, all applications will be submitted to a shortlisting panel. Shortlisting is carefully undertaken by assessing the information provided on the application form and covering letter, against the requirements of the job.

If shortlisted you will be invited to attend for interview. You can expect to be interviewed by the Headmaster and one or both Deputy Head's. If you are applying for a class teacher post the relevant Head of Department will also be involved in the interview. You will be expected to take a lesson or run a coaching session which will be observed as part of the selection process.

If you are shortlisted, details of lessons will be included in the letter inviting you to attend an interview.

Offers of employment

All offers of employment are made subject to the following criteria:

- Proof of eligibility to work in the UK (see below)
- Proof of UK Residency
- Satisfactory pre-employment Health check, which involves the completion of a confidential medical questionnaire. A full medical examination may be necessary.
- Satisfactory Criminal Records Bureau Check (see below)
- Satisfactory completion of probationary period
- References that are considered satisfactory to the College

Eligibility to work

The Asylum and Immigration Act 1996 make it a criminal offence to employ someone who does not have permission to be in, or work in the UK. We will therefore not appoint an individual until we have seen evidence that they are eligible to work in this country.

Safeguarding Children (Section 157 Education Act 2002)

We take all practicable steps to safeguard the safety and welfare of children while they are at Ellesmere College and as such the activities of Ellesmere College. All new employees are therefore required to undergo a Disclosure check with the Criminal Records Bureau (CRB), prior to appointment and at regular intervals during employment at Ellesmere College, as defined in its Code of Conduct. There is a further requirement, being introduced during 2010, for all employees to register with the Independent Safeguarding Authority (ISA) and the successful applicant will be required to comply with these new requirements later this year.

All teaching, coaching or any post that brings the employee into contact with children is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, spent and unspent, cautions, bind-overs or any outstanding cases must be disclosed.

Ellesmere College will not necessarily bar an applicant from employment due to an unspent conviction; the nature of the conviction and its relevance to the post will be considered, and should be communicated in writing, in a sealed envelope, and addressed to the Headmaster.