



Application Pack

Teacher of Drama

June 2019



Welcome

Thank you for your interest in joining a highly committed staff who want the best for all our students so they are ambitious and hungry for future triumph. Wexham School is welcoming, vibrant and successful and I very much hope that you will join our team as a Teacher of Drama.

Wexham is a highly regarded and successful non-selective maintained school which was judged to be 'Good' in all categories when inspected by Ofsted in November 2017. The main headlines of our inspection were:

- The school's work to promote pupils' personal development and welfare is outstanding.
- Professional development for staff is well considered and effective.
- Many integrated elements of the curriculum contribute to the school's excellent work to prepare pupils for their lives beyond school.
- Staff morale is high.
- Pupils and sixth-form students now make good progress.
- Pupils are sensible, considerate of others, and get on well together and with staff.
- Pupils participate enthusiastically in the rich range of extra-curricular activities.
- Pupils who have special educational needs (SEN) and/or disabilities, including those in the autistic spectrum disorder resource base, receive the best possible physical, educational and emotional support to flourish.
- Sixth-form students mature into thoughtful young adults, and practically all of them move onto worthwhile study, training or employment.
- An above-national proportion of students are in education, training or employment after leaving, something that the headteacher rightly believes to be an important outcome.

A key ingredient of this success has been the priority placed on creating an environment in which both students and staff have the confidence to flourish. My personal belief is that great schools, that demonstrate continuous or sustained improvement, are built on a foundation of highly qualified and committed staff, which can only be achieved through valuing all staff and investing in their professional development.

The school hosts the Slough Schools Sport Network of which I am currently the Chairperson. It supports the schools ethos of outreaching and supporting the local community. As such our sports facilities are excellent.

As the Headteacher of Wexham I very much hope you will join me in what are exciting times ahead for the school and the community we serve as we expand from 5 ½ forms of entry to 8, including a multi-million pound building programme which has very recently been completed. If you want to join us then please do read on. I look forward to receiving your application and meeting you in the future.

Lawrence Smith – Headteacher

***The school's work to promote pupils' personal development and welfare is outstanding.
(Ofsted November 2017)***

Working at Wexham

Wexham School was awarded the NFER Research Mark in July 2015 following a significant cultural shift to create a vibrant research ethos that is widespread across the school. The school offers a range of research activity involving the great majority of staff and a genuine sense of enthusiasm and passion for enquiry. In our most recent staff survey (June 2018) our provision for staff development was the top rated area of our work. This is crucial for developing the school further and ensuring the very best for our students.

Our staff take part in programmes of professional development such as NPQML and NPQSL. A number of staff are also supported by the school with a Master's in Education. A partnership with many higher education providers supports this process.

We have developed an extensive and personalised CPD/JPD programme with an emphasis on sharing good practice. It is very rare that our INSET days consist of the whole staff being talked at for extensive periods of times! Instead we use these days to specifically provide training opportunities to selected staff whilst majority use their time to continue their research and update practice as a trusted and committed professional. To support this all staff are provided CPD time as part of their timetable in addition to their PPA time.

NQTs, ITT and staff on assessment routes are fully supported as they work towards QTS. Our links with Brunel University's Teacher Training Department, we are an enhanced partner school, are well developed and assist this process. All staff have generous non-contact time in order for them to be developed and further benefit from mentors and coaches.

We share good practice continuously. Morning briefing is primarily used for this purpose. An open door policy around the school means anyone can observe at any time due to our collaborative and supportive approach. Wexham staff have led on CPD outside of the school at various events, including at PiXL, Local Authority Conferences and at Higher Education providers.

Most importantly our staff are friendly, welcoming and encouraging and this is reflected in the children who are fantastic to teach and support as we do everything we can to provide them the best opportunities and inspiration to be successful.

Wexham School Creative Arts Department

Staffing:

- Leader of Department
- Assistant Leader of Department X2
- Currently 2 additional teachers

All students study Art, Drama, Music and Dance in Key Stage Three. At Key Stage Four all subjects are optional and all have an uptake of students. We would also like to expand Creative Arts into the Sixth Form. The ability to offer more than one SUBJECT IN THE Creative Arts department would be advantageous at interview.

The Department consists of two Art Studios with a mezzanine IT suite and a ceramics room. Music has its own classroom and a suite with several practice rooms. There is also a purpose built Drama Theatre and Dance Studio. All are housed in new/refurbished accommodation.

Professional development for staff is well considered and effective. (Ofsted November 2017)

The School

The School buildings provide an interesting mix of old and new as the school has expanded over the years. The heart of the school was built in the 1960s and currently administration, the school hall, canteen and our Maths department are housed here. In 2017 the School Hall and main reception areas underwent major refurbishment and now provide a light and modern welcome to the school. The Science and Technology block is a new addition to the school providing excellent specialist accommodation. Art Studios (including an ICT mezzanine area), Drama Theatre and Music are housed in purpose built specialist accommodation providing excellent facilities. A dance studio, media suite and pottery/ceramics are housed in new purpose built accommodation. The recent addition of a new sports hall which also has classrooms and a fitness suite provides excellent facilities alongside our large Astroturf and field.

In November 2018 we moved into our new multimillion pound 'Woodside' Building. This is a major investment by Slough Borough Council as part of its ambitious school expansion programme. We now have 29 brand new classrooms housing Humanities, English, MFL and our SEN departments. In addition a new student services area was provided and at the very heart of the school a new Library including additional Sixth Form study areas.

The School has well developed partnerships across the Local Authority and community where we lead on PE through the Slough Schools Sports Network based at Wexham. We are currently one of four schools in Slough piloting the 'Health Champions' initiative and we also jointly co-host the Borough's PSCHE network. We are an enhanced partner School to Brunel University which sees our staff working with PGCE students at school but also at Brunel.

The School currently has 800+ students (170 in our Sixth Form). A Resource Base for Autistic Children is attached to the School.

Our current curriculum

Key Stage 4 Year 9 onwards	Core Subjects – GCSE English, GCSE Maths, GCSE Double Science, PSCHE, PE and then a choice from GCSEs in Geography, RE, History, French, Resistant Materials, Graphics, Textiles, Food Technology, Business, ICT, Art, Dance, Drama, Music, Triple Science, Media, PE and BTEC Sport and accredited alternative courses for example Beauty.
Key Stage 5	AS or A2 in Art, RE, English, Media, History, Sociology, Maths, Geography, Psychology, Biology, ICT, Chemistry, Economic, Business and BTEC Level 2 and 3 courses in Business, ICT, PE, Travel and Tourism, Applied Science.

Many integrated elements of the curriculum contribute to the school's excellent work to prepare pupils for their lives beyond school. (Ofsted November 2017)

Wexham School

Teacher of Drama

Start September 2019 (or July 2019)

Wexham School, Norway Drive, Slough, SL2 5QP
Salary: MPS/UPS plus London Fringe Allowance plus



Wexham School is a friendly and vibrant school with a highly committed staff who want the best for all our students ensuring they are ambitious and hungry for future triumph. We require, for September 2019, a well-qualified and enthusiastic colleague to join our highly successful Creative Arts Department. Applications from colleagues new to the profession are most welcome.

We offer:

- A reduced timetable and an excellent support programme for NQTs
- An excellent continued professional development programme for all staff

We, as a school community, have developed a “can do” attitude through collaboration and effective partnerships. We are proud to be a non-selective secondary school with a sixth form, which Ofsted judged to be ‘Good’ in all categories in November 2017. These are exciting times to join us as we expand the school to take rising student numbers and having recently (Nov 18) moved a substantial part of the school into brand new accommodation.

Staff morale is high. (Ofsted November 2017)

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS clearance.

Closing date: Wednesday 19th June 2019 @ 12 noon

We reserve the right to interview potential candidates before the close date.

To obtain an application pack please download the relevant attachments from our website www.wexhamschool.co.uk where further information can also be found about the school.

If you have any other enquiries please contact Anita Brudenall-Jones on 01753 526797 or email recruitment@wexham.slough.sch.uk.

In applying for this role please ensure you complete the application form fully, including:

- **A full work history.**
- **Naming two referees, one of which must be your current employer.**
- **Including a letter/statement of application that must not exceed two sides of A4, this should address areas identified in the Person Specification.**



Job Description

Teacher of Drama

Salary: MPS/UPS plus London Fringe Allowance

Line of Accountability

The Leader of Department.

Job Purpose

- Carry out those responsibilities defined by statute with specific reference to the Core Professional Standards, the conditions of Employment of Teachers in the DfE publication 'School Teachers Pay and Conditions,' in order to provide a full learning experience and support for students.
- To actively promote equality of opportunity to provide the best possible education for all its students, taking into account ethnicity, gender, and special educational needs, English as an additional language, disability and emotional needs that may affect learning.
- To be accountable for planning, preparing and delivering lessons effectively to raise standards of student attainment and achievement within the curriculum area and to monitor and support student progress.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To provide and monitor opportunities for personal and academic growth for all students.
- To ensure the provision of an appropriately broad, balanced, and relevant and differentiated curriculum for students in all assigned classes and to support a designated curriculum area as appropriate.
- To take an active role in the school's extended learning through involvement in extra-curricular activities and the school's specialism's.
- To communicate and cooperate with individuals or bodies outside of school.
- To monitor and support the overall progress and development of students as a teacher / Form Tutor.
- Ensure that the health and safety of all students and staff is promoted and maintained to a high standard at all times in accordance with the school's relevant policies and procedures.

Core job functions: Personal Responsibility

- To implement, adhere to and promote all school policies including those relating to Race Equality, Equal Opportunities and Health and Safety.
- To attend and lead training and meetings as necessary and cascade any relevant information to relevant staff and stakeholders as appropriate.
- Be an excellent role model for all members of staff and for students in all aspects of school life.
- To be an exemplar of all school policies and practices. In conjunction with the Health and Safety Manager, ensure risk assessments throughout the faculty meet national guidelines and are updated as appropriate.
- To play a full part in the life of the school community, support its ethos and encourage staff and students to follow this example. To offer guidance and support to colleagues.
- To support the school in meeting its legal requirements for worship.
- To continue personal professional development as agreed.

Core job functions: Teaching and Learning

- To undertake an appropriate programme of teaching in accordance with the duties of a Main Pay Scale teacher.
- To consistently teach students according to their educational needs and preferred learning styles to achieve student success, to include the setting and marking of work.
- To assess, report on the attendance, progress, development and attainment of students in accordance with school policy and in order to track and record student progress against targets to inform teaching and learning.
- To maintain appropriate records and to provide relevant accurate information for registers etc.
- To ensure a high quality teaching experience for students which meets internal and external quality standards.
- To provide or contribute to oral, and written assessments, action plans, progress files reports and references relating to individual students and groups of students.
- To prepare and update subject materials.
- To use a variety of delivery methods to stimulate learning appropriate to students needs and demands of the syllabus.
- To maintain discipline in accordance with the school's policies and procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school policies.
- To mark, grade and give written / verbal and diagnostic feedback as required.
- To attend activities such as Open Evenings, Parents Evenings, Review Days and liaison events with other schools.
- To contribute to the development of effective subject links with external agencies.

Core job functions: Operational / Strategic Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, making policies and teaching strategies in the curriculum area and Department.
- To contribute to the curriculum area and Department's development plans and its implementation.
- To effectively plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.
- To assist the Head of Department and Deputy Head Teacher (Curriculum, Intervention and Progress) to ensure that the curriculum area provides a range of teaching, which complements the school's strategic objectives.
- To assist the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies.

Quality Assurance

- To ensure the effective operation of quality control systems.
- To establish and embed the process of setting of targets within the department and develop the effectiveness of teaching and learning styles within the department.
- To contribute to the school procedures for lesson observation.
- To implement school quality procedures and to ensure these are adhered to within the department.
- To monitor and evaluate the department in line with agreed school procedures.

Managing Resources

- To assist where required for the effective allocation and usage of equipment and materials.
- To assist where required in managing the available resources of space, staff, finance and equipment efficiently within the limits, guidelines and procedures of the school, including deploying the budget effectively and maintaining appropriate records.

Pastoral System

- To be a Form Tutor to an assigned group of students.
- To promote the personal and academic well-being of individual students and of the Form Tutor group as a whole.
- To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.
- To register students, accompany them to assemblies and encourage their full attendance at all lessons and their participation in other aspects of school life.
- To alert appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To maintain a high standard of students' behaviour and discipline, within the framework of the school policy and supporting other staff as necessary to enable effective learning to take place.
- To communicate and liaise effectively with parents and carers regarding the welfare of individual students after consultation with the appropriate staff and to ensure good relationships between school and home.
- To know the students in your tutor group well in order to provide the appropriate support.
- To contribute to PSHE, citizenship and enterprise in accordance with school policy.

Generic Accountabilities

- To comply with any reasonable request from a manager to undertake work of a similar level which is not specified in this job description.
- To be courteous to all individuals and provide a welcoming environment to visitors and telephone callers.
- Attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
- Attend occasional meetings during evening hours, at weekends or in school holidays, as required
- Contribute to whole school assemblies and support other staff with assemblies.

This job description is current as at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Ensure that the health and safety of all students and staff is promoted and maintained to a high standard at all times in accordance with the school's relevant policies and procedures.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

Safeguarding Children

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled 'Keeping Children Safe in Education' (September 2016) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school.

You are required to have enhanced DBS clearance.

You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of the Wexham School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and are properly applied to student, staff and school business/information.

Freedom of Information

The post holder must be aware that any information held by the school in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the school's policies and procedures.

Smoking Policy

Smoking is not permitted in any premises or grounds managed by Wexham School. Smoking is not permitted in school vehicles or in any vehicle parked on school premises.

Wexham School

Person Specification – Teacher of Drama

Qualifications and Training	Essential	Desirable
<ul style="list-style-type: none"> • Qualified Teacher Status 	✓	
<ul style="list-style-type: none"> • Good Honours Degree 	✓	
<ul style="list-style-type: none"> • Recent and relevant continued professional development 	✓	
<ul style="list-style-type: none"> • Valid driving licence and ability to travel to different sites 		✓
Knowledge	Essential	Desirable
<ul style="list-style-type: none"> • Current educational issues, national and local policies, legislation and developments 	✓	
<ul style="list-style-type: none"> • Knowledge and understanding of strategies to improve teaching and learning 	✓	
<ul style="list-style-type: none"> • Good working knowledge of statistical data and ability to transfer data into quantifiable outcomes 	✓	
<ul style="list-style-type: none"> • Effective strategies for achieving high standards of discipline to secure excellent academic progress 	✓	
<ul style="list-style-type: none"> • The role of parents and the community in school improvement and how this can be promoted and developed 	✓	
<ul style="list-style-type: none"> • Innovation in developing and implementing work with students 	✓	
<ul style="list-style-type: none"> • Good working knowledge of statistical data and ability to transfer data into quantifiable learning outcomes 	✓	
Experience	Essential	Desirable
<ul style="list-style-type: none"> • A proven track record of implementing effective strategies to include and meet the needs of all students to raise achievement. 	✓	
<ul style="list-style-type: none"> • Experience of initiating and implementing strategies to improve children’s learning and progress. 	✓	
<ul style="list-style-type: none"> • A proven track record of securing high standards of achievement and attainment. 	✓	
<ul style="list-style-type: none"> • Experience of successful networking with other schools and businesses to enrich the curriculum beyond the classroom. 		✓
<ul style="list-style-type: none"> • Effective promotion of community links and cohesion to ensure pathways for success for all learners 	✓	
<ul style="list-style-type: none"> • Demonstrable success in preparing students for public examinations 	✓	
Skills	Essential	Desirable
<ul style="list-style-type: none"> • Highly effective oral and written communication skills 	✓	
<ul style="list-style-type: none"> • Good analytical skills, being able to synthesise complex information, summarise, draw appropriate conclusions and make decisions 	✓	
<ul style="list-style-type: none"> • An effective and inspirational classroom teacher with a proven record of student success irrespective of the students’ needs or backgrounds 	✓	
<ul style="list-style-type: none"> • Ability to empower students who have been disengaged from learning to achieve success 	✓	
<ul style="list-style-type: none"> • Effective behaviour management skills which empowers young people to manage their behaviour more appropriately 	✓	
<ul style="list-style-type: none"> • Excellent interpersonal and people skills to lead, inspire, motivate and support students and colleagues successfully 	✓	
<ul style="list-style-type: none"> • Exceptional ICT, organisational and administrative skills 	✓	

Personal Qualities	Essential	Desirable
<ul style="list-style-type: none"> • Consistently demonstrate the behaviours expected by virtue of being a person in a position of trust 	✓	
<ul style="list-style-type: none"> • Committed to undertaking professional training and assist with the professional development of others 	✓	
<ul style="list-style-type: none"> • Demonstrate reliability and integrity and lead by example 	✓	
<ul style="list-style-type: none"> • Can hold others to account by insisting on high standards and a desire to continuously improve and develop 	✓	
<ul style="list-style-type: none"> • Be tolerant and possess a calmness when working with others to develop team work 	✓	
<ul style="list-style-type: none"> • A genuine concern to secure the educational progress of students irrespective of their background or ethnicity 	✓	