



# Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

March 2022

Dear Applicant

Thank you for your interest in this post as Head of Drama and Theatre Studies at Archbishop Tenison's.

Drama is a strong department in the school and has in recent years consistently achieved some superb results at both GCSE and A Level. This is a great opportunity for an outstanding and experienced Drama teacher looking to move into management of a successful Drama department. The current post holder has developed the department to a high standard.

We are particularly interested to appoint someone who combines a secure academic background with strong practical and communication skills, who understands how your people learn well in Drama and Theatre Studies. We are looking for an excellent team leader, as well as someone with their own distinctive gift, aspiration and talent.

Archbishop Tenison's is a lively, friendly and high achieving school, with a large Sixth Form, where pupils take their studies seriously. As a Church of England school we are always pleased to receive applications from those keen to help develop our Christian ethos.

We look forward to receiving your application and discussing the role further to those called for interview. In your letter please include the following points:

- why you would like to take up this post at this time.
- experience and qualities which make you particularly suitable for the post.
- how you would approach the leadership responsibilities within this team

Please see our website for further details.

Yours sincerely

Richard Parrish  
Headteacher



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[www.archten.croydon.sch.uk](http://www.archten.croydon.sch.uk)

## HEAD OF DRAMA AND THEATRE STUDIES

**Location: Croydon, Surrey**

**Required for: 1<sup>st</sup> September 2022**

**Contract: Permanent**

**Salary: MPS/UPS + TLR2B**

**Closing Date: 27<sup>th</sup> April 2022**

**Interview Date: tbc**

- Teach Drama from Year 7 to Year 11 and Theatre Studies to A Level
- Possibility of Teaching English at Key Stage 3
- Be part of a school with strong traditions and wide-ranging extra-curricular activities, including an annual Whole School Drama Production
- Develop professionally and personally in a secure, but lively atmosphere
- Contribute to our pastoral care and our Christian ethos

Archbishop Tenison's is a 307 year old Church of England, mixed 11-18 comprehensive school with an excellent track record at both GCSE and A Level. Most importantly, it is a community where the people who work believe they can make a difference to the young people they teach. Our school motto is "Academic excellence for each person in a Christian community".

The school is situated near East Croydon Station which has excellent fast rail links to London and the South Coast. There is staff parking on-site at the school.

Archbishop Tenison's is committed to safeguarding and promoting the welfare of children and young people and any appointment will be subject to an Enhanced DBS disclosure as well as any other pre-employment checks.

For any further information, please contact Sue Rathbone, the Headteacher's PA via [patoheadteacher@archten.croydon.sch.uk](mailto:patoheadteacher@archten.croydon.sch.uk)).

Visits to the school prior to the application are also welcome.



## Head of Drama and Theatre Studies Teaching and Learning Responsibility 2B

### 1. Leadership of staff

- Setting and sharing the vision for the teaching of Drama in the context of the school's Christian educational vision
- Demonstrating and modelling for others the standards required in terms of:
  - knowledge and understanding
  - teaching and assessment
  - pupil progress
  - wider professional effectiveness ▪ professional characteristics
- Inspiring and motivating staff within Drama; providing them with formal and informal advice, guidance and support in accordance with school policy and practice
- Creating an effective departmental team with a strong sense of purpose in which lines of responsibility are clear and responsibilities appropriately allocated, devolved and shared
- Allocating staff to teaching groups; ensuring that there are proper resources and adequate schemes of work for the teaching of Drama; where necessary, supporting colleagues with classroom discipline, teaching strategies and the deployment of associate staff
- Helping with the Induction of new staff and ECTs; writing the departmental handbook
- Assisting other staff in their professional development; ensuring that staff teaching your subject have opportunities to develop their skills, knowledge and understanding; contributing to in-service training; recognising their contribution to the school
- Leading departmental meetings and overseeing the departmental use of directed and gained time; keeping relevant staff informed of curriculum developments
- Monitoring and evaluating the work for which you are responsible: conducting performance management observations and interviews, reviewing policy and practice and taking account of the views of staff, pupils, students, parents and carers where appropriate
- Being responsible for Drama through the school

### 2. *Leadership of pupils and students*

- Developing the interest of pupils and students in Drama; giving them a vision of its place and importance in the curriculum; building up their enthusiasm for further study; giving scope for imagination and creativity; encouraging interest at KS3 and GCSE and uptake at A Level
- Allocating pupils to teaching groups, where necessary
- Monitoring pupil and student progress in your subject; analysing data such as examination results; tracking individuals; using such an analysis to inform subject teaching and contributing effectively to the whole school programme of target-setting
- Giving advice to pupils, students and their parents and carers on their current performance, future progression and potential and giving them the criteria and tools for effective self-assessment
- Involving pupils and students in the review of the curriculum and taking their views seriously; celebrating their successes and promoting their involvement

in subject-related extra-curricular activity; encouraging student leadership within the subject

### **3. Leadership of the curriculum**

- Formulating curriculum aims, objectives and content for Drama and devising the relevant programmes of study
- Overseeing and leading the writing and regular review of schemes of work for Drama; ensuring that teaching fulfils examination requirements; monitoring progress through the scheme of work
- Ensuring that teachers of Drama have and use a wide range of appropriate teaching and learning strategies and that proper provision is made in this subject for pupils and students of different abilities, including those who are very able and those with special educational needs
- Making arrangements for assessment and helping to develop the departmental assessment policy
- Developing the curriculum: planning and implementing appropriate changes; ensuring staff affected are fully involved in the process throughout.

### **4. Whole school responsibilities**

- Assisting the Headteacher and other members of the Senior Leadership Team in the fulfilment of the school's aims and the promotion of its Christian ethos
- Working with other holders of TLRs to provide a broad, balanced, differentiated and relevant curriculum within the context of the school's Christian foundation for all its pupils and students
- Making a significant contribution to the school's Development Plan and being responsible for part of it
- Contributing to the formation of whole school policy and helping to ensure that policies are consistently and effectively implemented, particularly with reference to assessment, recording and reporting, homework, behaviour and discipline, teaching and learning, attendance, punctuality and dress codes
- Implementation of relevant Health and Safety Regulations and ensuring that statutory procedures for safeguarding and promoting the welfare of children are followed

### **5. Departmental responsibilities**

- Managing departmental resources: their selection, purchase, allocation and organisation, the security of resources and the use of departmental capitation
- Making arrangements for exams, both internal and external, including: entries and entry patterns, coursework submission and moderation, practical preparations, training for staff
- Co-ordinating the setting and marking of work for absent colleagues

### **6. Post-specific responsibilities**

- Responsibility for field visits and other extra-curricular and enrichment activities for Drama

### **7. Additional responsibilities**

- Oversight of the use of Drama facilities in room 39 and in the school hall, including the use of the lighting cupboard behind the stage.
- Coordination and direction of school productions
- Ensuring that the necessary curriculum is being covered and that pupils have the opportunities to develop the competencies, knowledge and understanding expected of them

### **8. Links with other post-holders**

Membership of:	Curriculum Leadership Team
Line Management of:	Drama teachers
Supported by:	Members of the Drama Department
Liaising with:	Music and Art (Arts curriculum and productions) Head of English

Accountable to:

SLT Link  
Governors' Curriculum, Teaching and Learning  
Committee