



**Truro and Penwith
Academy Trust**

Vacancy Information Pack

School Name:	Mullion School
Job Title:	Drama Lead Teacher

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MULLION SCHOOL

Job Title:	Drama Lead Teacher
Pay Point / Pay Range:	MPS-UPR (dependant on Experience)
Full Time Equivalent Annual Salary:	MPS - £28,000 - £38,610 UPR - £40,625 - £43,685 TLR2a - £3,017
Actual Annual Salary for this Role:	Dependent on Experience
Contract Type:	Permanent
Hours Per Week / Weeks Per Year	1fte
Closing Date:	Sunday 2 October 2023 (Midnight)
Proposed Shortlisting Date:	w/c 2 October 2023
Proposed Interview Date:	w/c 9 October 2023

Mullion School, part of Truro and Penwith Academy Trust, are looking to appoint an enthusiastic and motivated teacher to lead Drama within our thriving school.

As a key member of our staff team, you will be making a significant contribution to the quality of our curriculum, teaching and learning. You will have the opportunity to teach across the full age and ability range at KS3 and KS4. You will be a drama specialist and have a track record of inspiring children to love learning drama, and therefore to continue to study drama at KS4 and beyond. Performing Arts are highly valued by our school and community and you will be a passionate advocate for performance and creativity.

You will share our focus of supporting all our students to achieve their full potential and our commitment to their personal and social development alongside academic excellence.

Of crucial importance to us, our successful applicant will be a determined and resilient team player whose vision and principles fully align with our school's inclusive ethos. They will share our dedication to education and removing barriers for our students, and will have a relentless

and ambitious determination to support our students to develop the character and knowledge that will help them flourish and succeed in life.

We are able to offer prospective applicants an opportunity to visit the school prior to application. Please email Sue Bennett, Head's PA to arrange:

SBennett@mullion.tpacademytrust.org. Please note that all visitors to the school are required to provide photo ID on arrival.

To find out more about the school please visit:	www.mullionschool.org.uk
To discuss this position please contact the Headteacher:	Email – head@mullion.tpacademytrust.org Telephone – 01326 240098
Application packs can be downloaded from:	www.tpacademytrust.org/web/application_pack/604811
Please email your completed application form and equality & diversity monitoring form by the closing date to:	Sue Bennett – Sbennett@mullion.tpacademytrust.org

Please note that successful candidates will be informed via email.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, volunteers, governors and trustees to share this commitment. All successful applicants will be subject to appropriate pre-employment checks and will be required to complete a Disclosure and Barring Service (DBS) Enhanced Check, a Safeguarding Self-Declaration Form and satisfactory online searches undertaken.

School Information for Applicants	
School Address:	Mullion School, Meaver Road, Mullion, Helston, Cornwall TR12 7EB
School Telephone Number:	01326 240098
School Email Address:	Sbennett@mullion.tpacademytrust.org
Name of Headteacher:	Mrs Michelle Dunleavy
Website Address:	www.mullionschool.org.uk



Welcome to Our School

This information pack will provide you with an insight into our school and offer some practical information which will be of use to you as a prospective member of our school community.

For more information about Mullion School, please see our website: www.mullionschool.org.uk

Our School enjoys working collaboratively with our partner schools within Truro and Penwith Academy Trust.

We welcome visitors as this is the best way to see our lovely school, experience our creative and captivating curriculum and meet our motivated and engaged children. Please phone the school telephone number provided if you would like to arrange to look around.

General Background

Mullion School is located on the outskirts of Mullion Village. We are an 11-16 school with 555 students on role. Our student community spans the Lizard Peninsula with a large number of students travelling to school by bus each day. We serve arguably one of the most beautiful and unique areas of the country.

Mullion School is ambitious, creative and inclusive, our students consistently achieve academic excellence. We encourage all students to take an active role in the school, through leadership opportunities, sport, performing arts and enrichment opportunities. The school is a vibrant supportive community and our students are a pleasure to teach and work with every day.

Relationships are important to us at Mullion School and you would be joining a strong collaborative team of staff who are passionate about Mullion School. It is an exciting time for the school as we join Truro and Penwith Academy Trust, who have a clear vision for collaboration and school improvement.

Class Organisation

For more information about our class organisation, please see our website: www.mullionschool.org.uk

Staff Organisation

For more details about our staff organisation, please see our website: www.mullionschool.org.uk

Our Curriculum

For more details about our curriculum, please see our website: www.mullionschool.org.uk

Safeguarding

TPAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, volunteers, governors and trustees to share this commitment.

Shortlisted candidates will be required to complete a Safeguarding Self-Declaration Form as part of their application. We will also carry out online searches as part of our due diligence on the shortlisted candidates, as updated in the Keeping Children Safe in Education recommendations. This may help identify any incidents or issues that have happened, and are publicly available online, which the School or Trust might want to explore with the candidate at interview.

Successful candidates will be required to complete a Disclosure and Barring Service (DBS) application and Health Assessment form as part of their pre-employment administration. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Application Information

We hope that you find this pack provides all of the information you need in order to consider your application for the post. Should you have any questions or matters you would like to discuss informally, or to arrange a visit, please contact:

Contact Name:	Sue Bennett
Contact Email Address:	SBennett@mullion.tpacademytrust.org
Contact Telephone Number:	01326 240098

Please note that CVs will not be accepted.

Application packs can be downloaded from: www.tpacademytrust.org/web/application_pack/604811

Closing Date:

Sunday 1 October 2023 (Midnight)

Completed applications must be returned to the email address above and be received by 12 Midnight on the closing date provided.

Interview Date(s):

w/c 9 October 2023

To ensure the fairness of the selection process, shortlisting will be based upon information which you provide in your application, and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.

If we have not contacted you within 14 days of the closing date, it is unlikely that you have been shortlisted on this occasion. Many thanks for your interest in this post.

Job Description – Lead Teacher

Post Title:	Lead Teacher (Drama)
Salary Range:	MPS/UPR + TLR2A
Base:	Mullion School
Responsible to:	Headteacher/Assistant Headteacher
Direct Supervisory Responsibility for:	Teaching staff and support personnel within the Faculty
Important Functional Relationships: Internal/External	Students, Headteacher, Deputy and Assistant Heads, other Heads of Faculty, Teaching/Support Staff, Staff with cross-school responsibilities, Trust staff, LA Representatives, External Agencies, Parents and Carers.
Relevant Standards which apply:	Current National Teachers' Standards

Main Purpose of the Post:
<ul style="list-style-type: none"> • To ensure the quality of curriculum provision within the relevant subject • To raise standards of student engagement, participation, attainment and achievement in the subject. TO monitor these as Key Performance Indicators and pro-actively intervene to raise standards and outcomes as appropriate. • To be accountable for standards, progression and achievement within the subject; • To ensure equality of opportunity for students of all attainment levels, and particularly for vulnerable students including those with SEND, CiC and those eligible for pupil premium • To develop and enhance the teaching practice of others through collaboration; • To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying the subject, in accordance with the aims and ethos of the School and the curricular policies; • To be accountable for leading, managing and developing all aspects of the subject including ensuring the subject has a high status and 'visibility' within the school and community through a broad extra-curricular programme • To effectively manage and deploy support staff, financial and physical resources a relevant to the subject and curriculum. • To develop and promote broad subject opportunities (including future study post 16 and relevant career options) for all students in the school.

Main Duties and Responsibilities:

- To lead the development of appropriate specifications, resources, schemes of work, marking policies, assessment and teaching strategies for the subject;
- To lead the day-to-day management, quality and operation of the subject, including effective deployment of staff and physical resources;
- To actively monitor and intervene to support and improve student progress and attainment;
- To implement all relevant Trust/School policies;
- To work with colleagues to formulate aims, objectives and strategic plans for the subject; to collaborate proactively with other schools both within and beyond the Trust
- To liaise with the Headteacher to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme that complements the School Development Plan;
- To draft and implement appropriate procedures, aligned with school policy and ethos, to ensure quality improvement practice;
- To be accountable for the development, delivery and quality of the subject/
- To be accountable for the progress and attainment of students within the subject;
- To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

Staffing:

- To be responsible for the efficient and effective deployment of other relevant staff e.g. support staff;
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School policy and procedures;
- To promote teamwork and to motivate staff to ensure effective working relationships;
- To engage the School's ITT programme;
- To be responsible for the day-to-day management of staff within the Faculty and act as a positive role model for other staff within the school.

Teaching: in line with Teacher's Standards

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the students in School and elsewhere;
- To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required;
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students;
- To ensure that ICT, Literacy and Numeracy are reflected in the teaching and learning experience of students;
- To undertake a designated programme of teaching;

- To ensure a high quality learning experience for students that meets internal and external quality standards;
- To prepare and update subject materials;
- To use a variety of delivery methods which will stimulate learning appropriate to students needs and the demands of the scheme of work;
- To maintain discipline in accordance with the School's behaviour policy 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, and School procedures;
- To mark, grade and give written / verbal and diagnostic feedback aimed at improving student progress.

Professional Development:

- To pro-actively work with the designated Appraiser to identify and meet professional development needs;
- To engage fully with the Teacher Appraisal processes as an Appraisee and Appraiser;
- To conform to the progress related pay requirements of the Trust's Pay Policy;
- To maintain up to date records of CPD undertaken and to proactively seek opportunities to develop professional skills and practice;
- To engage with and contribute to professional development activity within the school;
- To work collaboratively as a member of a designated team/s and to contribute positively to effective working relationships within the School and Trust.

Quality Improvement:

- To continually self-evaluate the performance of the subject and identify areas for development, devising improvement plans as appropriate
- To take part in any and all self-evaluation procedures for subjects as directed by the SLT;
- To represent the subject to the wider school community, including to Governors as required. To be a positive role model for the subject and school and work to raise and sustain the importance of the subject within the school's curriculum
- To produce and implement an Improvement Plan for the subject in response to self-evaluation data and in support of the School's Improvement Plan actions and objectives;
- To regularly update the subject Improvement Plan in response to emerging self-evaluation including that evidenced by student voice, student progress and attainment.

Other Duties:

- To be an effective Tutor to an assigned group of students;
- To promote the School's culture and ethos and provide a positive role model for students;
- To be aware of and work in accordance with the School's Child Protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty;
- To promote the general progress and well-being of individual students and of the Tutor Group as a whole;
- To register the students in their Tutor Group, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of School life;
- To evaluate and monitor the progress of students and keep up-to-date tutee records as may be required;
- To contribute to the preparation of Action Plans and Progress Files and other reports on students, as required;
- To alert the appropriate staff to any problems or achievements experienced by students and to make recommendations as to how these may be resolved/ recognised and celebrated;
- To communicate as appropriate with parents/carers and with persons or bodies outside the School concerned with the welfare of individual students, after consultation with the appropriate staff;
- To act as a Mentor for tutees;
- To carry out scheduled supervisory duties (e.g. before and after School and break times)
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Trust/School's Equal Opportunities Policy and Code of Conduct and national legislation (including Health and Safety and Data Protection);
- To make a significant contribution to cross curricular programmes according to School policy;
- To undertake any other duty as specified by School Teachers' Pay and Conditions Document (STPCD) or as reasonably directed by the Headteacher, not mentioned in the above.

General/Other

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

Although the role is primarily with the appointing school, staff may be deployed, within reason and subject to discussion, in any setting across the Trust.

The School will endeavour to make any necessary, reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, commensurate with the grade and job title.

Job Description prepared by: Mullion School

Date Prepared: April 2023

Person Specification

Job Title: Lead Teacher

Person specification prepared by: Mullion School

Date: April 2023

Attributes	Essential	Desirable	Recruiting Method
Relevant Experience	<ol style="list-style-type: none"> 1. Experience of teaching appropriate Key Stages; 2. Evidence of making a positive contribution to a department or whole school initiative; 	<p>Experience of a leadership role</p> <p>Experience of innovative curriculum design</p>	<p>Application Form</p> <p>References</p> <p>Interview</p>
Education and Training	<ol style="list-style-type: none"> 3. Qualified teacher status or recognised qualification; 4. A degree level qualification in relevant subject; 5. Evidence of continuing professional development; 	<p>Evidence of further professional study</p>	<p>Application Form</p>
Knowledge and Skills	<ol style="list-style-type: none"> 6. Plan and organise teaching consistently to achieve clear targets; 7. Translate teaching and learning into effective progress and attainment; 8. Differentiate teaching to enable all to succeed; 9. Motivate students to achieve their best; 	<p>Evidence of leading the successful implementation of teaching and learning strategies</p>	<p>Application Form</p> <p>References</p> <p>Selection Tasks</p> <p>Interview</p>

	<p>10. Value the education of every student;</p> <p>11. Promote the well-being of all students;</p> <p>12. Utilise ICT in delivery of programmes;</p> <p>13. Communicate effectively (verbal, written, using ICT as appropriate);</p> <p>14. See task and plans through to completion;</p> <p>15. Be an effective team player that works collaboratively and effectively with others;</p>		
Any Additional Factors	<p>16. Adopt a reflective approach towards professional decision making;</p> <p>17. A desire to facilitate achievement;</p> <p>18. A sense of responsibility for both the students and your own performance;</p> <p>19. An approachable disposition;</p> <p>20. Energy and enthusiasm;</p> <p>21. A desire to continue your own learning and development as a teacher;</p> <p>22. Demonstrate a commitment to:</p> <p>➤ Co-operative values;</p>		<p>Interview</p> <p>Selection Tasks</p> <p>References</p>

	<ul style="list-style-type: none"> ➤ promoting the School and the MAT's vision and ethos; ➤ high quality, stimulating learning environment; ➤ relating positively to and showing respect for all members of the school and wider community; ➤ ongoing relevant professional self-development; ➤ Safeguarding and child protection. 		
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