



Waverley Education
Foundation Trust

Recruitment Pack: Waverley School
Head of Drama
Start Date: April 2023

Waverley Education Foundation (WEF) is a Multi Academy Trust, which operates both Waverley School and Waverley Studio College. WEF has over 1900 students on roll across the trust. It develops, brokers and delivers a range of services which support learning and leadership & management and improve outcomes for children and young people.

Waverley School is an all through school catering for students aged 4 – 19, of all abilities from all ethnic backgrounds. On arrival in Reception, the foundations are laid to enable children to do well as they progress through the school.

“The all-through provision enables pupils moving from primary to secondary to build on their prior learning.” – Waverley School – Ofsted 2021

It is one of a few schools in the city which has a Special Needs Resource Base for both primary and secondary students.

“The curriculum for pupils with special educational needs and/or disabilities (SEND) is adapted well to meet their needs” – Waverley School – Ofsted 2021

Waverley Studio College opened in September 2013 and caters for students at key stages 4 and 5. With up to 75 students in each cohort the college has provision for up to 300 students.

In its recent September 2022 Ofsted inspection the Studio College retained its ‘Good’ grading. Inspectors stated that *‘Pupils behave well in lessons and around school. They get on well together.’*

At WEF we aim to give all students every opportunity to maximise their full potential through a wide range of activities, enabling them to be successful members of society.

We provide a broad and balanced curriculum where academic rigour is matched by an equally important love of the creative arts, music and sport. Our Sixth Form provision across the trust is very popular offering both academic and vocational pathways that enable students to further their education beyond the age of 18, with many of them gaining their first choice university places.

Through our trust values of Humanity, Equality, Aspiration and Respect we encourage our students to have high expectations, aim high, work hard and develop their intellectual powers to the full. To help our students to achieve this we have skilful, committed, dedicated staff and a stimulating and disciplined learning environment.

We are very proud of our school community which is rich in cultural diversity. We aim to give each student a sense of belonging to the community based on mutual respect and self-discipline.

“Pupils have a strong understanding of diversity, respect and tolerance, including for different family lifestyles.” – Waverley School – Ofsted 2021

Throughout their time at WEF, students will develop as ‘Waverley Learners’. This is someone who is an independent enquirer, creative thinker, reflective learner, team worker, self-manager and effective participator.

We welcome potential applicants to visit our trust and we look forward to receiving your application.

Mr S. Farar
Executive Principal



Waverley Education
Foundation Trust

Welcome from the Executive Principal

Dear Applicant,

Thank you for expressing an interest in applying for a post at Waverley School.

I am incredibly proud to be given the opportunity to lead Waverley School as Secondary Principal. Having worked for the Trust for the last two years (since January 2021 as Principal of Waverley Studio College), I'm delighted to continue to serve our community and secure the very best outcomes for our students.

Students that attend both Waverley School and Waverley Studio College are wonderful. They are keen to learn, have strong aspirations to be successful and come to school ready to learn. We are unwavering in our belief that every student deserves an inclusive learning experience that is tailored to meet their own individual needs and to help them progress to the next stage of their learning or working life. Furthermore, we are committed at Waverley School in ensuring the highest standards in all that we do, creating a culture of high aspiration amongst all members of our community and empowering students to become lifelong learners and develop 21st century learning skills that are so fundamental towards success in modern society.

In our Trust we are committed to ensuring that our employees are able to achieve their full potential in an environment offering humanity, equality, aspiration and respect and providing opportunities for staff to develop. We believe that individual difference offers unique contribution which serves to make our Trust a positive place to work and learn, ultimately **learning through diversity**. We are committed to great employment practice, so we attract and retain employees from diverse backgrounds and communities.

I strongly encourage you to come and visit the school and see what Waverley Education Foundation is all about. I'm also more than happy to discuss the role with potential candidates on the telephone. If you'd like to do this, please e-mail applications@waverley.bham.sch.uk

Mr M Hire
Principal



Message from the Principal

Our vision for Waverley Education Foundation ensures that we create an environment that allows all learners to flourish by encouraging mutual respect:

- Everyone will realise and achieve their potential
- We are the centre of the community and have the responsibility for its learning

Our vision is underpinned by our 4 key values:

Humanity:

Enabling all students to succeed in a global and British Society, through fostering an understanding of human values and attitudes, past and present.

Equality:

We value the diversity of the school community and respect the individuality of each person to ensure that there is an equality of opportunity for everyone.

Aspiration:

We all have the right to achieve and share the achievements (excellence) from all our backgrounds.

Respect:

We value diversity and respect the individuality of each person by creating an environment which allows all to flourish through mutual respect.



Waverley Education
Foundation Trust

Our Vision and Values

*"Teachers
promote a love of reading."*

"pupils behaving well and with positive attitudes to their work."

*"Pupils have a strong understanding of diversity, respect and
tolerance,"*

*"There is an impressive range of destinations and further study
courses"*

*"Pupils display positive attitudes to their learning and work well
together."*

*"Leaders have established a welcoming ethos for new arrivals from
overseas and those from local schools seeking a fresh start or a more
vocational route"*

"Leaders want the best for every pupil"

"Pupils are happy to come to this school"



Waverley School
Part of Waverley Education Foundation Trust

JOB DESCRIPTION

NAME:

SALARY: MPS/UPS + TLR1B

JOB TITLE: Head of Drama

START DATE: April 2023

CORE PURPOSE:

To support staff and students to be the best that they can and work towards an environment where:

- All students make at least good progress.
- Teaching is consistently good or outstanding.

JOB PURPOSE:

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To monitor student progress in all its aspects within the subject area.
- To lead on the development and monitoring of Teaching and Learning in all its aspects across the department.
- To develop and enhance the teaching practice of others and nurture a culture where good practice is regularly shared.
- To be accountable for the performance of all staff within the department and take appropriate action to support and effect improvement.
- To ensure an appropriately broad, balanced, relevant and differentiated curriculum for all students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Trustees, Governing Body and Principal of the school.
- To lead, manage and develop the subject/curriculum area in all its aspects.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum.

MAIN (CORE) DUTIES:

Operational/ Strategic Planning

- To demonstrate an ambitious vision for the department with high standards for quality and performance.
- To be accountable for leading the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To be accountable for the day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
- To be accountable for monitoring and following up student progress.
- To implement school policies and procedures, e.g. Safeguarding, equality, H & S etc.
- To work with colleagues to formulate aims, objectives and strategic plans for the department (Department Improvement Plan), which have coherence and relevance to the needs of students and the priorities, as per the SIP.
- To link with staff necessary to ensure that the work in the curriculum area fully reflects the school vision and values.
- To ensure that Health and Safety policies and practices, including risk assessments, throughout the department are in-line with national requirements and are updated where necessary and to liaise with the member of staff responsible for school health and safety when required.

Curriculum Development:

- To be accountable for leading curriculum development within the department that meets the needs of all students.
- To be responsible for links between the department and the Inclusion department regarding teaching and learning strategies and differentiated SoW for students with SEND
- To ensure that:
 - 1) Appropriate work, including homework is set and assessed in line with department and school procedures.
 - 2) Suitable tasks, assessments and examinations are set and assessed as and when required.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To ensure that teaching enables students to develop skills in literacy and numeracy.
- To ensure the department is equipped to deliver high quality remote learning when required.
- To ensure all members of the department are uploading work on the agreed home learning platform that students can access at home.

Recruitment/ Deployment of Staff:

- To work with the Assistant Principal – Professional Development to ensure that staff development needs are identified, through appraisal reviews and targets, and appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the department's technicians/support staff where applicable.
- To undertake Appraisals/Appraisal Review(s) of colleagues within the department.
- To be responsible for ensuring that suitable work is set for classes when colleagues in the department are absent

- To participate in the shortlisting and interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to support effective working relations.
- To participate in the school's ITT programme, where applicable.
- To be responsible for the day-to-day management of staff within the department and act as a positive role model.

Quality Assurance:

- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles within the department.
- To monitor and evaluate the quality of teaching and learning across the department through lesson observations, learning walks, results evaluation reports etc. in line with school quality assurance procedures.
- To ensure staff within the department mark and assess students' work regularly and provide detailed and accurate feedback in line with the school's marking policy.
- To take appropriate action to effect improvement as a result of internal and external monitoring processes.
- Provide regular reports to SLT and/or Governors and Trustees that evaluate student achievement and provide appropriate action points.
- To monitor and evaluate the curriculum area/department in line with agreed school procedures.
- To monitor the quality of work uploaded on the home learning platform to ensure it is of high quality and meets the needs of the students.
- To monitor, evaluate and hold to account the performance of the whole department including other post holders.
- To ensure that the department's monitoring/quality assurance procedures form part of the school self-evaluation procedures.
- To be involved in the school programme of internal/external departmental reviews and to produce action plans for future development.

Management Information:

- To ensure the maintenance of accurate and up-to-date student data.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from student data
- To oversee the production of student reports within the department
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with the Vice Principal – Curriculum and Standards and Assistant Principal – Student Outcomes, manage the departments collection of data and to produce the annual departmental results analysis in line with school procedures.

Communications:

- To ensure that all members of the department are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To ensure all deadlines are met for reporting to parents/carers.
- To liaise with partner schools (including feeder primaries), Higher Education Institutions, Industry, Examination Boards, awarding bodies and other relevant external bodies.
- To be responsible for liaison with the Senior Examinations Officer for internal/external examinations and entries.
- To be fully involved in the consultation process by:
 - 1) Chairing department meetings.
 - 2) Attending Subject Leaders Meetings.
 - 3) Attend SLT and governors' meetings when invited.

Marketing and Liaison:

- To lead the development of effective subject links with partner schools and the community, with attendance at open evenings, awards evenings and other school events as and when required.
- To actively promote the development of effective subject links with external agencies.

Pastoral System:

- To be accountable for monitoring and supporting the overall progress and development of students within the department.
- To put in place appropriate action plans to address underachievement of individual students and groups of students e.g. Disadvantaged students, more able students etc.
- To monitor student attendance together with students' progress and performance, in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To be responsible for department sanctions for students who fail to adhere to standards set.
- To liaise with the relevant ACO in action taken by the department regarding individual pupils
- All Heads of Department will be responsible for maintaining high standards of student behaviour in the department at all times.
- To engage with parents and carers to support student's achievement and behaviour for learning in line with school policies.

Form Tutor:

- To be a form tutor and to carry out the duties of a form tutor in all its aspects in line with school procedures.

General:

- A teacher on MPS shall meet the Teachers' Standards (DfE 2012)
- A teacher on the upper pay scale shall meet the Teachers' Standards (DfE 2012) and performance threshold standards as specified in the Teachers' Pay and Conditions Document.

Line Manager:

Heads of Department will be responsible to the member of the SLT with responsibility for the Creative faculty and through him/her to the Principal.

Review

This job description may be subject to review, after consultation, at the request of the Principal or postholder.

Signed _____ Postholder

_____ Principal

_____ Date

Waverley Education Foundation Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful candidates.

January 2023



Waverley School
Part of Waverley Education Foundation Trust

PERSON SPECIFICATION

Head of Department: Drama- TLR 2B
Start Date: April 2023

	ESSENTIAL	DESIRABLE
Initial Qualifications	<ul style="list-style-type: none"> * Graduate in subject to be taught * Qualified Teacher status * Successful completion of NQT/ECT induction 	
Further Qualifications/ Professional Development	<ul style="list-style-type: none"> *Recent, relevant in-service training in current educational practice 	<ul style="list-style-type: none"> *Post graduate study
Experience	<ul style="list-style-type: none"> *Successful and varied teaching experience of teaching Drama across key stages 3 - 5 *Knowledge of the Drama curriculum across key stages 3 - 5 *Evidence of good teaching skills, leading to consistently high standards of achievement for all students ** An understanding of how to use AfL to inform planning for good teaching and learning ** Ability to use ICT to effectively engage 	<ul style="list-style-type: none"> *Experience in more than one school. *Experience and understanding of inner city/multi-cultural communities *Post 16 teaching **Experience of managing a budget **Leadership in aspects of school life involving a high

	<p>pupils in their learning</p> <p>** Experience of Department Development Planning</p>	<p>level of contact with parents and the wider community</p> <p>**Experience of observing lessons and providing appropriate feedback</p>
Skills/Aptitudes	<p>**Ability to prioritise, plan, monitor, evaluate, review and lead by example</p> <p>**Ability to manage the implementation of change sensitively</p> <p>**Ability to lead and manage people and work as part of an effective team</p> <p>** Ability to work under pressure and meet deadlines</p> <p>** Ability to inspire and enthuse colleagues</p> <p>High level of *written and ** oral communication skills</p> <p>**Good reasoning powers and good judgement in a variety of situations</p>	
Other	<p>**A commitment to involve parents and the community in the work of the school</p> <p>**Promotion of positive behaviour strategies and constructive handling of problems</p> <p>**An awareness, understanding and commitment to equal opportunities</p>	
Physical Requirements	<p>"...maintain high standards in their own attendance and punctuality" (Teachers standards)</p>	

	Professional appearance	
Contra- indications	*No Criminal convictions involving offences against children and other related matters	

Those elements marked *will be assessed in your application.

Those elements marked **will be assessed in your application and during the selection process e.g. interview, presentation.

NB references will be used to support the selection panel's final assessment.

Waverley Education Foundation Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful candidates.

January 2023

Why work for us?

The Trust recognize that our employees are our most valuable asset, and the success of our pupils depend on them. We value the hard work and dedication of everyone, and we strive for continuous improvement in everything we do. We have friendly and supportive colleagues as well as an open and approachable senior leadership team. We have opportunities to move and work within different areas of the Trust to enhance skills and experience. We offer a very comprehensive CPD programme and have invested in high quality on-line training packages available to all staff. We also offer an excellent health and wellbeing package with access to such services as self-help courses, counselling, virtual GP and physiotherapy.

How to apply

Please complete the Trust's application form and send it to applications@waverley.bham.sch.uk by the closing date within our adverts.

We welcome informal visits and conversations about any of our vacancies. We welcome applications regardless of age, gender, sexual orientation, ethnicity or religion. Only applications submitted on the schools application form will be accepted.

Successful applicants will need to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. All applications will be considered on their merit.

Waverley Education Foundation is committed to the protection and safety of its students.



Waverley Education
Foundation Trust

How to apply?