



## HEAD OF DRAMA

<b>Contract Term</b>	1.0FTE	<b>Start Date</b>	September 2024
<b>Contract Type</b>	Permanent	<b>Closing Date</b>	Thursday 29 <sup>th</sup> February 2024
<b>Salary</b>	Teachers' Pay Scales + TLR2b	<b>Location</b>	Carter Knowle Road, Sheffield

### The School

Mercia School (11-18) opened in 2018 in a brand-new purpose-built building. Leaders and governors have an ambitious vision for the school and are determined that all pupils, irrespective of background will thrive and achieve well.

The school has secured a strong reputation for educational excellence and has been the most over-subscribed school in the city during the last three years. In February 2023, Ofsted inspected the school and graded all aspects of provision and its overall effectiveness to be 'Outstanding'. Mercia published exceptional GCSE results in the summer and opened the Collegiate Sixth Form in September 2023.

As the school continues to grow, it is crucial that we sustain our culture and effectiveness, and this role is central to our continued success.

### The Role

We are seeking a highly skilled and talented Drama subject specialist. You will join a school with an incredible culture where you can shape Drama. You will be committed to continuous improvement and strive to be the best teacher you can be. As such, you will deliver exceptional lessons and secure outstanding learning, progress, and attainment for every pupil.

At Mercia School, Drama lessons are:

1. Based on a carefully constructed, sequenced and ambitious curriculum.
2. Demanding and carefully planned so that all pupils make strong progress and secure necessary disciplinary knowledge.
3. Taught in a traditional way that gives pupils time to practise and master content.
4. Focused on learning, retention and strong foundations, and preparation and readiness for GCSE study.
5. Always delivered to pupils who have exceptional behaviours and attitudes for learning, and in lessons without distraction.

All teachers contribute to the pupil elective and enrichment programme and are expected to engage in all aspects of school life.



## Mercia School

We provide a strong commitment to reduce workload for teachers. Within our longer day and training days, staff have dedicated time to complete all essential tasks and professional development. We do what we can to ensure teachers have the time and energy to teach, and they leave school at the end of the day without further work to undertake.

This is also a unique opportunity to join one of the best schools in the country and make a difference to the life chances of its pupils.



## Job Description

**The post holder must always carry out their responsibilities within the spirit of Mercia Learning Trust and School policies and within the legislative framework applicable to academies.**

<b>Purpose of the role:</b>	<ul style="list-style-type: none"> <li>• Successfully lead all aspects of a subject department to ensure the quality of education and pupil outcomes are exceptional.</li> <li>• Teach designated pupils and groups.</li> <li>• Contribute to the pupil elective and enrichment programme.</li> <li>• Undertake additional pastoral and administrative duties and responsibilities,</li> <li>• having full regard for the school's ethos, vision, and policy.</li> </ul>
<b>Employment Duties</b>	
<b>To be performed in accordance with the provisions of the School Teachers Pay and Conditions document and within the range of teachers' duties set out in that document (Part XII of the Teachers Pay and Conditions Document)</b>	
<b>Key responsibilities</b>	<p>Help deliver the vision of Mercia School and promote its ethos and culture, particularly through exemplary leadership of the Drama department. Specifically:</p> <ul style="list-style-type: none"> <li>• Work cooperatively and constructively with the whole staff and subject team.</li> <li>• Develop, produce, and maintain appropriate departmental documentation to underpin the work and operation of the department.</li> <li>• Design, develop, and refine the curriculum so that it is challenging, appropriate and inspiring. That it is knowledge rich and focused on mastery.</li> <li>• Implement the Mercia School Teaching and Learning policy (traditional and didactic) and ensure exceptional lessons to all pupils and groups.</li> <li>• Fully prepare teachers and pupils for success through public examinations at GCSE and A Level.</li> <li>• Induct and support teachers and coordinate and deliver CPD as required.</li> <li>• In line with school policy ensure systems to assess, monitor and report pupil progress and attainment are in place.</li> <li>• Provide leadership, line management, appraisal, and performance management to the subject team.</li> <li>• Implement school quality assurance systems to regularly review and refine the impact of the curriculum to secure continuous improvement.</li> <li>• Ensure the efficient administration of the department through effective communication and department meetings.</li> <li>• In line with policy report to others, including parents and carers.</li> <li>• Promote and maintain school policy regarding pupil conduct, behaviour, and expectations.</li> <li>• Keep abreast of local, national, and international best practice and research.</li> <li>• Support key aspects of staff recruitment as required.</li> <li>• Efficiently manage departmental resources.</li> <li>• Advise the leadership team on the creation of the Drama timetable.</li> </ul>



<p><b>Class teacher duties</b></p>	<ul style="list-style-type: none"> <li>• Develop and maintain effective external strategic partnerships.</li> <li>• Act as a role model of exceptional practice for other staff.</li> <li>• Ensure lessons are carefully planned to meet the needs of all pupils.</li> <li>• Deliver exceptional lessons in line with school policy.</li> <li>• Following policy, ensure consistently high standards and expectations in lessons so that pupil engagement, attitudes to learning, productivity and learning is exceptional.</li> <li>• Prepare pupils for GCSE and A Level examination.</li> <li>• Engage in regular assessment and review of pupil progress and attainment and react to findings accordingly.</li> <li>• Ensure the provision of a safe and secure learning environment.</li> <li>• Participate in regular quality assurance, including reciprocal observations, and performance management processes.</li> <li>• Observe and keep abreast of best practice elsewhere as directed</li> </ul>
<p><b>General / Other</b></p>	<ul style="list-style-type: none"> <li>• With others, ensure that all communication and consultation relating to the Drama department is appropriate.</li> <li>• Promote the Drama department and school within the trust, city and elsewhere.</li> <li>• Take part in activities and events as directed.</li> <li>• Induct new members of staff. Where appropriate act as a mentor to ECTs/Teach</li> <li>• First in line with school policy under the direction of the Deputy Headteacher.</li> <li>• If possible, become a subject examiner at GCSE or A Level.</li> <li>• Fulfil all other teaching and pastoral duties as directed, including:             <ul style="list-style-type: none"> <li>• Family Lunch every day with pupils.</li> <li>• Mastery Tutoring.</li> <li>• The House system.</li> <li>• The elective programme.</li> <li>• Daily duties.</li> <li>• Clubs and events.</li> </ul> </li> <li>• Take part in appropriate professional development.</li> <li>• Any other delegated roles as directed by the Headteacher.</li> <li>• Follow all safeguarding policy and practice.</li> </ul>
<p><b>Trust Values</b></p>	<ul style="list-style-type: none"> <li>• Contribute to the overall development of Mercia Learning Trust to ensure it operates because of shared and collective responsibility.</li> <li>• Contribute to the overall ethos, work and aims of Mercia Learning Trust.</li> <li>• All schools in Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.</li> <li>• Contribute to trust partnership activities to drive school and trust improvement.</li> <li>• Be aware of the school's duty of care in relation to staff, students and visitors and to always comply with all health and safety policies.</li> </ul>



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- Be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the Trust and School Local Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

This job description is current at the date as shown, but in conjunction with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the role which are commensurate with the grade and job title



### Person Specification

Specification	Essential	Desirable	Evidence
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>▪ Degree in Drama or a relevant equivalent (2:1 degree as a minimum is desirable).</li> <li>▪ Qualified teacher status is essential – (not suitable for NQTs.)</li> <li>▪ Recent and relevant CPD</li> </ul>	<ul style="list-style-type: none"> <li>▪ 2:1 degree or higher.</li> <li>▪ Middle / subject Leadership training.</li> <li>▪ Relevant professional development relating to knowledge-based curriculum.</li> </ul>	Application Form, References and Interview
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Exceptional subject knowledge.</li> <li>▪ National Curriculum.</li> <li>▪ Relevant GCSE or A Level syllabus and assessment.</li> <li>▪ Effective communication skills.</li> <li>▪ Able to use, learn and adopt traditional pedagogical approaches.</li> <li>▪ Current initiatives relating to achievement and inclusion.</li> <li>▪ Fulfil and willing to develop further all teacher and threshold standards.</li> </ul>		Application Form, References and Interview



<b>Experience</b>	<ul style="list-style-type: none"><li>▪ Teaching Drama to a full range of age and ability within a secondary school.</li><li>▪ Record as a successful classroom practitioner across the secondary school age and ability range.</li><li>▪ Evidence of strong pupil progress, outcomes and examination success for all pupil groups.</li></ul>	<ul style="list-style-type: none"><li>▪ Exam Board Examiner.</li><li>▪ A Level teaching.</li></ul>	Application Form, References and Interview
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>▪ Ability to take initiative, lead, motivate, inspire, and support pupils and staff.</li><li>▪ Ambitious for self and others, and commitment to improvement.</li><li>▪ Resilient and optimistic.</li><li>▪ Strategic thinker and effective planner.</li><li>▪ Full alignment with the vision and values of the school.</li><li>▪ Reliability and integrity.</li><li>▪ Well organised.</li><li>▪ Sense of humour and perspective.</li><li>▪ Hard working and committed.</li><li>▪ Adaptable and reflective.</li></ul>		Application Form, References and Interview



## HOW TO APPLY

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at [www.merciatrust.co.uk](http://www.merciatrust.co.uk)
- Email your completed application to [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk) or post it to:

MLT Recruitment Team

Mercia Learning Trust  
79 Glen Road  
Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at [www.merciatrust.co.uk/careers](http://www.merciatrust.co.uk/careers) for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 5539080 or [gdarlow@merciaschool.com](mailto:gdarlow@merciaschool.com).
- For more information about the application process, please email [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk).

The closing date for applications is **Thursday 29<sup>th</sup> February 2024**

### The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

In accordance with DfE Keeping Children Safe in Education 2022, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.





## Mercia School

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Recruitment Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.