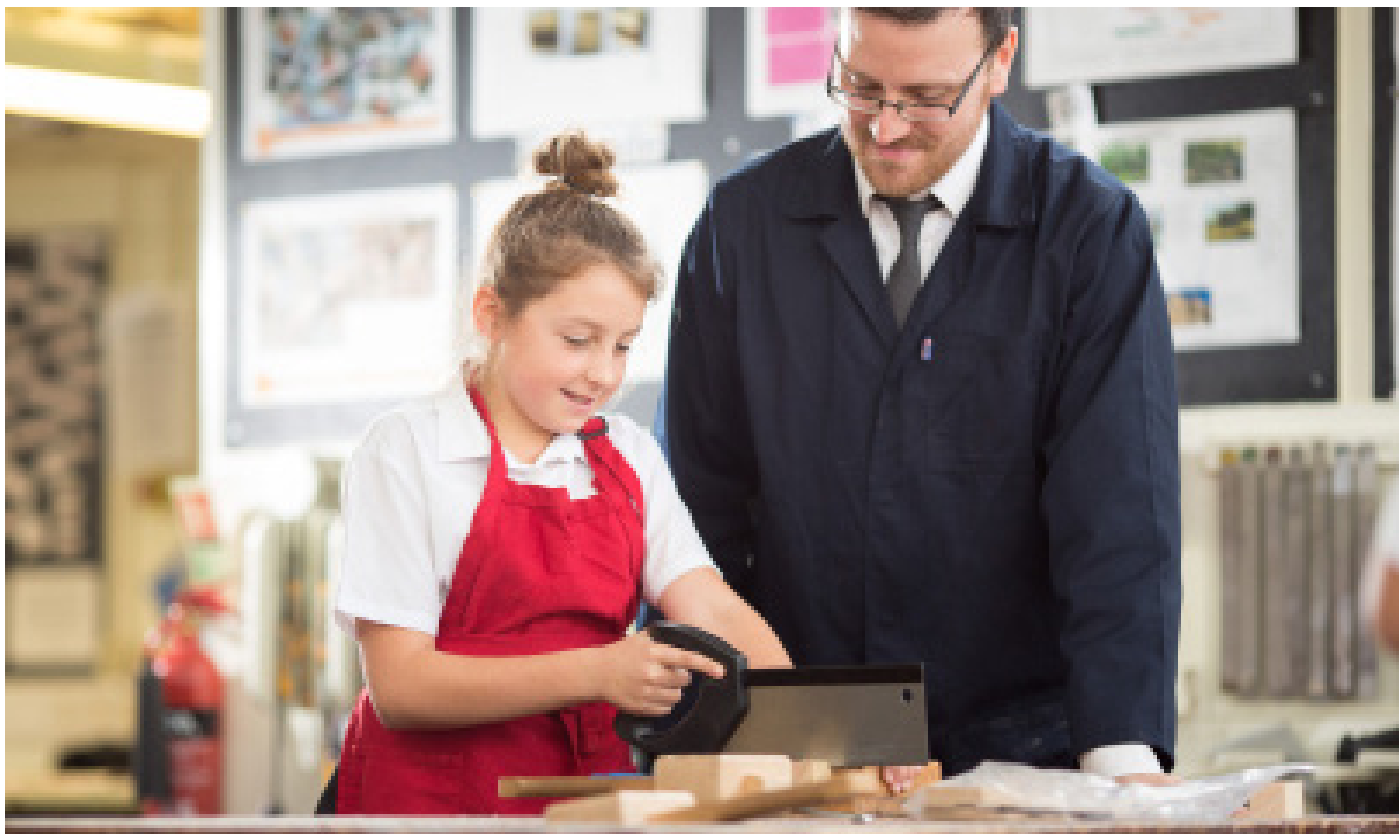




CANDIDATE BRIEF  
HEAD OF DRAMA AND MUSIC

# LETTER FROM THE HEAD TEACHER



Dear Applicant

I am delighted that you are expressing an interest in working at Queensmead. I took up the position of Head Teacher in 2009 and it fills me with pride when I reflect on what we have achieved in this time and how we continue to build on our outstanding work. We are committed to ensuring that every student at Queensmead excels and has the very best start in life. Our standards are high and our expectations are clear and consistent.

During my time I have seen some exceptional teachers and also witnessed remarkable growth in teachers. I am proud that several members of my leadership team started their careers as NQTs in our school. We are committed to your development and providing you with the opportunities and support to progress in your career.

I wish you luck with the application process and invite you to visit us and see the school for yourself. Indeed, it was the students and the team that inspired me and many others to join Queensmead!

If you have any questions on the recruitment process, please email [recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk) or visit our website:- [www.queensmeadschool.org.uk](http://www.queensmeadschool.org.uk)

Yours sincerely

Rhona Johnston  
**Head Teacher**

# HOW TO APPLY

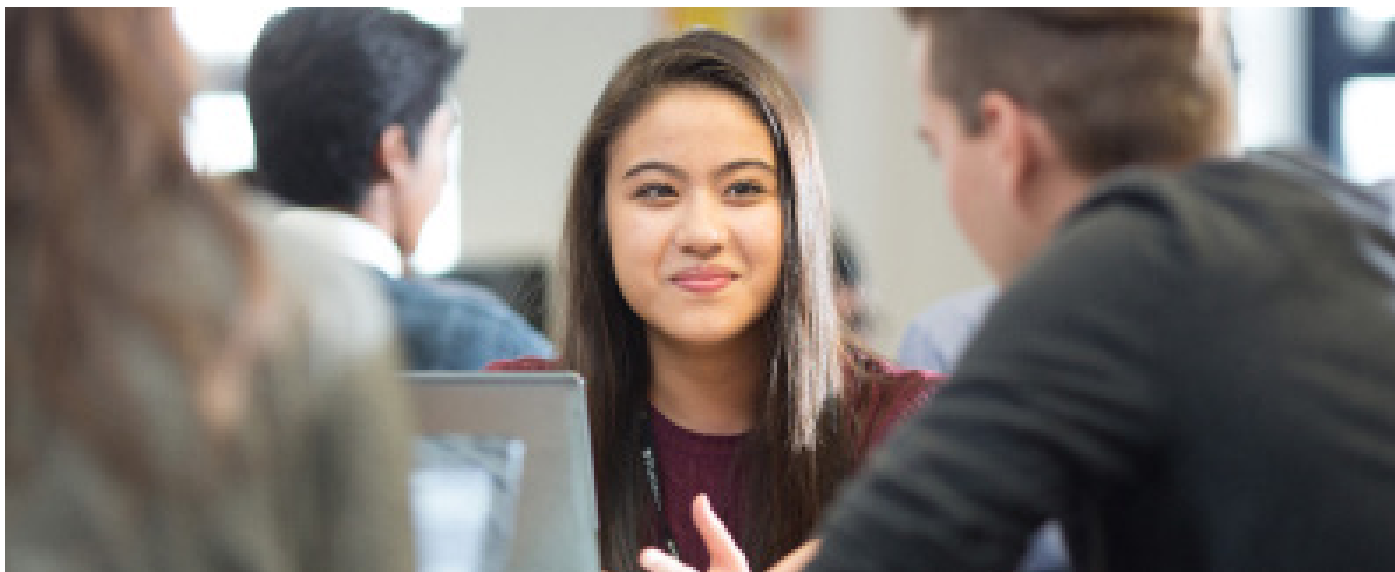


Applications must be received by **9am** on **Monday 26th September 2022**.

Please email your completed application form and covering letter for the attention of the Head Teacher to:  
**[recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk)**

If you have any questions, please email [recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk)

# DEPARTMENT OVERVIEW



## Overview

The Drama and Music Department at Queensmead School is committed to achieving the very best standards in Drama and Music.

The department consists of a small, enthusiastic team who are committed to working together. The department is very supportive of change and has continually sought to challenge and motivate learners through the courses it offers and a range of extra-curricular activities.

In previous years the department has put on large scale productions and end of term concerts, as well as a variety of other Performing Arts clubs including school bands and choirs. Students have also been given the opportunity to perform in assemblies and at other school events.

## Staffing and Resources

The Drama and Music Department consists of two outstanding classrooms, one of which has been refurbished recently. One of the classrooms features a live stage which is fully integrated with Logic Pro recording facilities, an excellent selection of instruments and a state of the art PA System with wireless mixing facilities. In addition to our classrooms, we have 4 fully equipped practice rooms. The Drama and Music Department also has access to Winbooks and iPads to support teaching and learning.

## The Courses

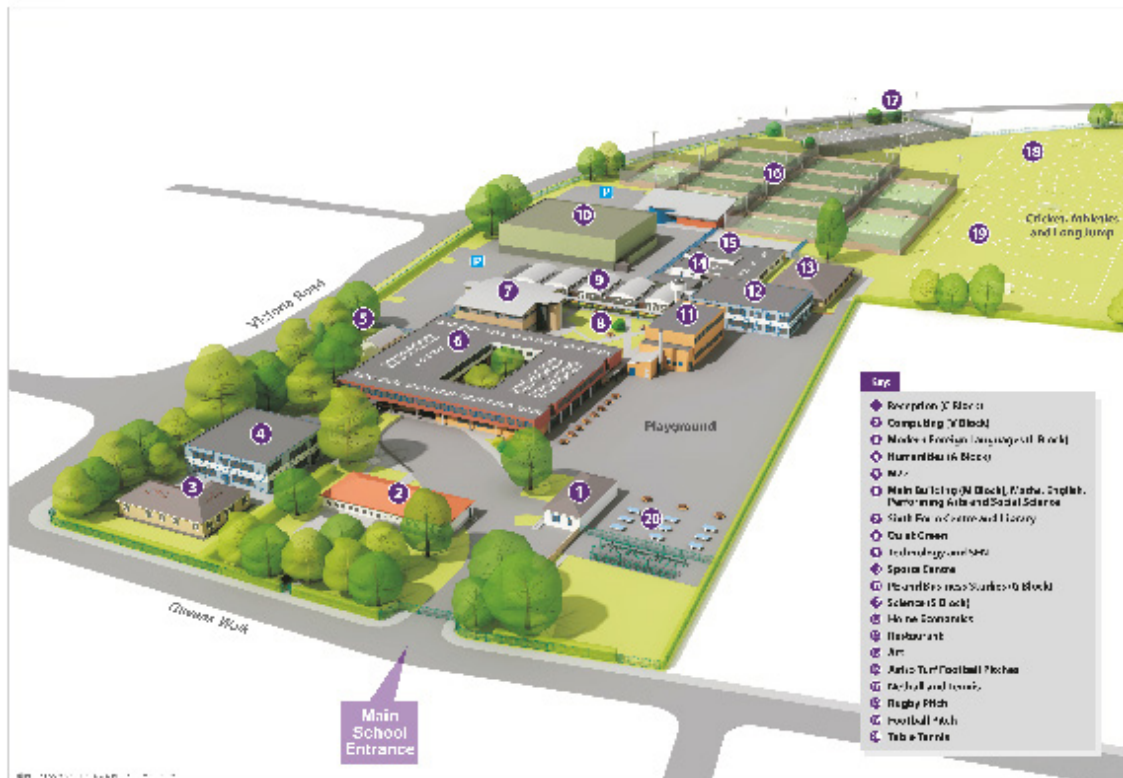
Students in KS3 study one hour of Music per week in Years 7 and 8 and two hours in Year 9. Students can choose to study Drama in Year 9 if they wish. In KS4, students have the opportunity to continue with a course in Performing Arts. Courses include BTEC Music First Award (Level 2) and GCSE Drama (Edexcel). This year Post 16 students will be able to study the BTEC Level 3 National Extended Certificate in Performing Arts.

# PERSON SPECIFICATION

- To establish departmental aims and objectives and to review, evaluate and develop the curriculum to meet these objectives
- To ensure that syllabi, schemes of work and lesson plans are produced, monitored, evaluated and further developed to cater for all ranges of ability
- To take a lead in promoting and implementing School Policies and Procedures and School Aims
- To develop and implement assessment, marking, recording and reporting processes which are in line with school policy, where necessary contacting parents in order to address learning outcomes
- To manage and oversee the setting of progress targets for individual students and to formally review performance regularly, ensuring that base lines and data assessment inform teachers' planning
- To produce, monitor and evaluate improvement plans for the department on an annual basis
- To produce evaluations of student performance at public examinations against targets, for presentation to the Leadership Group and Governors
- To establish high standards of expectation with regard to behaviour and achievement within the department
- To implement the school behaviour management policy within the department and, with the subject teacher, to act as the first stage of the school disciplinary system
- To build a successful team
- To assist with the recruitment and appointment of staff
- To manage staff, students and resources efficiently within the department with due regard to the school's equal opportunities policy
- To support staff in their professional development
- To monitor and review the performance of staff within the department
- To liaise effectively with appropriate outside institutions, e.g. exam boards, partner primaries and local colleges and secondary schools
- To promote the subjects effectively both inside and outside the school
- To ensure that the school policy regarding Health and Safety is implemented within the department
- To attend, organise and contribute to departmental meetings and maintain clear and effective channels of communication
- To delegate and monitor the work of staff with Teaching and Learning responsibilities within the department
- To oversee and delegate as appropriate the mentoring of NQTs and PGCE Students within the department
- To liaise with School Business and Premises Managers to create a positive learning environment and to maintain high standards in the subjects environment including classrooms and corridors
- To ensure appropriately annotated student work is visible on department's displays and is updated at least every half term
- To perform the duties as outlined in the School Teachers Pay and Conditions Document
- To perform in line with the Teachers' Standards
- To undertake any other duties from time to time, as may reasonably be required by the Head Teacher
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

# QUEENSMEAD

excellence through learning



T: 020 8845 6266

E: [recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk)

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