

Head of  
Drama  
(Maternity  
Cover)

Closing Date:  
**31<sup>st</sup> May 2023**  
Early Applications encouraged.



## Application Pack

Please note we DO NOT currently do VISA Sponsorships.



## Welcome

**As partners in our community, our mission is to provide every child and young person with an enriching and inspiring educational experience, where they can thrive academically and socially, both now and in the future. By being 'Stronger Together' in our educational quality, our parent and community engagement, our investment in our people and our sustainability, we can meet our specific pledges to all of our children, communities and staff.**

Our vision is to prepare every North Star Community Trust student for the changing world we live in. A world which is more global, more driven by technology, a world where anything is possible with the right preparation and attitude. That means providing a curriculum and learning experience that reflects the highest academic standards and inspires and enthuses pupils through its creativity and openness to the world around us.

Our children will be able to 'be the change they want to see in the world'. They will be resilient, optimistic, respectful, honest and well-rounded citizens, with a love of learning. At the same time, we are all also members of our communities, places where we find friendship, support and common endeavour. Being at the heart of our communities is a hallmark of North Star Community Trust.

We want our children and young people to have a sense of place, knowing the importance of 'giving back' and the value of community and togetherness to their everyday lives.

As a trust, we will foster a culture that respects diversity, safeguards our children's wellbeing and recognises that we are stronger together than we are apart. In pursuing this vision, trustees, staff and governors will model it every day, knowing that each one of us plays a part in making it a reality for every child and young person.

I would like to wish you the best of luck with your application and should you require any further information please do not hesitate to contact the Trust.

*Marino Charalambous*

Marino Charalambous  
Chief Executive Officer



**“Our mission is to provide every child  
and young person with an enriching and  
inspiring educational  
experience”**







## Our Schools, Our Community

North Star Community Trust is an educational charity that manages a family of 4 academies in North London, educating some 2,600 pupils.

We are very proud of our families, pupils, students and staff. We hope you will community.



### **Woodpecker Hall Academy – Edmonton**

A two-form entry primary academy serving pupils from Nursery through to Year 6.

“We are a Trust that has a very strong community ethos. That is what binds the headteachers, the teaching and learning staff, and the schools together – serving our communities and inspiring the children who live at the heart of those communities.”

**Ms N Ross | Headteacher | Woodpecker Hall Academy**



### **Kingfisher Hall Academy – Enfield**

A two-form entry primary academy serving pupils from Nursery through to Year 6.

“Being part of North Star Community Trust is a huge opportunity for schools to support one another, to share what they do well, and to work together to share our very best practice to the benefit of every child in the Trust. We’re all committed to that.”

**Miss G Vincent | Headteacher | Kingfisher Hall Academy**



### **Enfield Heights Academy – Enfield**

A one-form entry primary academy currently serving pupils from Reception through to Year 6.

“Being part of a family of schools is exciting and empowering, as we can learn from each other, while at the same time retaining a good level of autonomy. Shared central services keep costs down and we are able to buy in bulk with the purchasing power of a Trust.”

**Mrs J Powrie | Headteacher | Enfield Heights Academy**





## **Heron Hall Academy – Ponders End**

**TES Headteacher of the Year 2022**

**Finalists for the Pearson 'Secondary School of the Year' award 2021**

A new and growing secondary school, serving pupils from Years 7 through to 11.

"Many of our students come from the Trust's primary schools, which means we know a great deal about them when they join us. Our mission and purpose is clear and supported by all our staff. The Trust approach is having a transformational impact on the lives of these young people."

**Mr A Barzey | Headteacher | Heron Hall Academy**

# North Star Community Trust

## Staff Benefits Summary

This is a taxable employee benefit; however, the cost is met by the Trust. Our Scheme provides cover for routine healthcare such as optician checkups, dental treatment, physiotherapy, acupuncture and specialist consultations. This cover includes a range of benefits designed to help support your overall health and wellbeing such as specialist scans. The North Star Wellbeing Scheme gives access to a virtual GP service, GP Anytime which is provided 24 /7, 365 days a year. In addition to tax-free cover for you, the North Star Wellbeing Scheme also covers your dependants up to the age of 18 years old. There is no extra cost to add child dependants. Our scheme also gives you the option of upgrading your level of cover or adding a partner at an additional cost.

### Dental

Covers items such as check-ups, braces, dentures, crowns, bridges, white fillings, veneers and teeth whitening. Also covers a practice's dental plan premiums.

### Optical

Cashback on eye tests, prescription glasses, sunglasses, laser eye surgery and contact lenses.

### Chiropody

Covers items such as gait analysis assessments and podiatry treatments.

### Prescriptions

Covers NHS prescriptions charges or the NHS cash equivalent for private prescription treatments.

### Health & Wellbeing

Covers 22 alternative therapies including allergy testing, cognitive behavioural therapy, counselling fees, hypnotherapy and sports massage.

### Health Screening

Cashback for a full health screen, or a Well Man, or Well Woman screen. This allowance is separate to the workplace screening programme we offer as a bolt-on.

### Combined Physiotherapy

Cashback for pain relieving and preventative treatments such as physiotherapy, chiropractic, osteopathy, acupuncture and homoeopathy.

### Specialist Consultation and MRI Scans

Provides cashback for specialist consultation charges, including X-rays and MRI scans, as well as PMI excess charges (excludes company paid PMI).

### Dental Accident

Cover for damaged teeth following a direct blow to the head. Members can claim for veneers, dentures and crowns.

### 24/7 Counselling and Support Helpline

24 hour telephone advice, guidance and support from trained counsellors, legal and medical professionals on a variety of lifestyle issues.

## Employee Assistance Programme

Provides up to 8 face to face counselling sessions and includes a Serious Illness and Accident Support service.

## Fitness and Exercise

Access to offers and discounts on a wide range of fitness clubs and gyms via Health Shield's reward website PERKS.

## Online Health Assessment and Personal Coaching

Instant access to online health assessments and personal coaching tools including videos, factsheets and questionnaires.

## GP Anytime including Private Prescriptions

GP consultation service via phone or webcam, where a GP can also prescribe a private prescription to be delivered to a member's home or workplace.

## PERKS

Members have access to Health Shield PERKS, a website with a large range of discounted retail products and services, offers on travel, cash back on purchases and much more.

Discounts for the brands you love, all year round. Unlike voucher and flash sale sites, you'll always get great deals from brands like Apple, M&S, Virgin Media, GAP & more!

## Advice Services

Our Employee Assistance Programme offers free and confidential advice which is available 24hrs, 7 days a week to you and your immediate family. You will also have access to structured counselling of up to six sessions available either face-to-face or over the phone. The service covers, but is not limited to, Family Issues, Financial Information, Legal Information, Stress & Anxiety and Bereavement.

## Pension Schemes

Pension scheme (Local Government Pension Scheme for Support Staff and Teachers Pension Scheme for Teachers) - both schemes include 3 x salary life assurance cover whilst you remain in service. You don't pay tax or national insurance on your contributions and North Star Community Trust adds a generous employer contribution. All staff are entitled to opt-out of the pension scheme should they wish to do so.

## Holiday Entitlement

Our support staff on 52 weeks a year contracts benefit from a holiday allowance of a minimum of 24 days. This entitlement is in addition to any Bank or Public holidays. Teaching staff and term time only support staff receive the standard school holiday allowance.

## Training and Development

North Star Community Trust believes in training and developing people to achieve their potential. Whatever your aspirations, our training provision offers a range of courses and qualifications. These courses include a suite of National Professional Qualifications (NPQML, NPQSL, NPQH and NPQEL) and apprenticeship opportunities (in disciplines including IT, HR, Business Administration). North Star Community Trust have formed a partnership with The Skills Network, one of the most successful providers of online learning. As part of the partnership several FREE courses are available including: Childcare, education, enhancing skills, digital and wellbeing.

Continued professional development and opportunities across the Trust, including Masters Degrees through our partnership with Warwick University.

## Affordable Accommodation

Access to affordable North Star key worker accommodation from £550 per month all inclusive of rent, utilities, internet access and maintenance.









## Stronger Together

We look forward to receiving your application, and hopefully be part of our wonderful team at North Star Community Trust.



## Job Description

<b>Job Title</b>	<b>Head of Drama (Maternity Cover)</b>
<b>Reports to</b>	<b>Headteacher / SLT</b>
<b>Location</b>	<b>Heron Hall Academy</b>
<b>Hours</b>	<b>36 hours, 52 weeks</b>
<b>Contract Type</b>	<b>Permanent</b>
<b>Salary</b>	<b>M1 – UPS 3 (£32,407.00 - £48,054.30) + Management Allowance £4,375.00 gross per annum + Generous Benefits.</b>

### Purpose of the Post:

The primary purpose of the Head of Department is to ensure that the standard of teaching and learning in all subject areas within their department is of the highest quality for all students so that they are able to achieve to the best of their ability.

### Duties and Responsibilities

#### Staff Management

- To be responsible for the management, organisation and co-ordination of the teaching of the subject and to ensure that high standards are maintained by all teachers who may be delivering the subject.
- To ensure that the Department is up-to-date with current developments in the teaching of the subject.
- To be responsible for the induction of new teachers and students in the Department.
- To ensure that suitable work is provided for staff covering lessons in the absence of teachers in the Department.
- To be actively involved in the programme of Performance Management for teachers in the Department.
- To observe and assess the quality of classroom teaching of each teacher and to report on this to your Leadership Line Manager.
- To arrange for any teachers in the Department to observe the classroom teaching of the HOD and/or another HOD as appropriate for at least one full period in each academic year.
- To assist members of the Department in their professional development and to give advice, encouragement and support including INSET/CPD as appropriate.
- To organise regular meetings for any staff in the Department (according to the published timetable of meetings) and to provide your Leadership Line Manager and Headmaster with a copy of the Minutes.
- To ensure that the Department meets all required deadlines, in particular with regard to reports to parents, departmental reports and pupil progress reports.
- To advise your Leadership Line Manager on staffing matters in the Department.

#### Curriculum and Organisation

- To ensure that the Department is meeting all statutory requirements with regard to the teaching of the subject and to develop departmental policies and procedures on assessment and record keeping which complement whole school policy.



- To develop, in consultation with any others in the Department, appropriate Schemes of Work and to keep these under regular review.
- To ensure that all teachers in the Department set homework according to school policy.
- To liaise closely with the Leadership Line Manager and with other HOD's to promote and develop wherever possible, opportunities for departmental cross curricular links and co-operation.
- To keep an up-to-date handbook for the Department.
- To produce a development plan for the Department as part of the whole school development plan and to monitor and evaluate this termly.

### **Management of Pupils**

- To develop subject policies and procedures which complement whole school policy on pupil discipline and behaviour
- To ensure that the Department keeps accurate and up-to-date records on attendance, classwork, homework and to monitor and evaluate the progress of all pupils.
- To identify pupils with particular learning requirements in the Department and to ensure that the Department liaises with the SENCo and Form Tutors as appropriate.
- To ensure that pupils are properly prepared for examinations both internal and external and to liaise with your Leadership Line Manager and the Examinations Manager regarding the arrangements for all such examinations.

### **Work with the Headteacher to manage the organization**

- To create an organisational structure which reflects the School's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- To produce and implement clear, evidence based improvement plans and policies for the development of the School and its facilities.
- To ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
- To manage the School's financial and human resources effectively and efficiently to achieve the School's educational goals and priorities.
- To recruit, retain and deploy staff appropriately and manage their workload to realistically achieve the vision and goals of the School.
- To implement successful performance management processes with all staff.
- To ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.
- To use and integrate a range of technologies effectively and efficiently to manage the School.
- To comply with policies and procedures relating to the Code of Conduct, safeguarding, health and safety, security, confidentiality and data protection etc.

### **Work with the Headteacher to secure accountability**

- To fulfil commitments arising from contractual accountability to the governing body.
- To develop a School ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- To work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities.
- To develop and present a coherent, understandable and accurate account of the School's performance to a range of audiences including governors, parents and carers.
- To reflect on personal contribution to School achievements and to take account of feedback from

others.

**Work with the Headteacher to strengthen cohesion between members of the school community**

- To create and promote positive strategies for challenging racial and other prejudices and dealing with racial harassment.
- To ensure learning experiences for students are linked into and integrated with the wider community and to ensure that students have opportunities to take on leadership roles within the School and the wider community.
- To ensure a range of community based learning experiences.
- To collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of students and their families.
- To create and maintain an effective partnership with parents and carers to support and improve student achievement and personal development.
- To seek opportunities to invite parents and carers, community figures, businesses or other organisations into the School to enhance and enrich the School and its values to the wider community.
- To contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and colleges and promoting innovative initiatives.
- To co-operate and work with relevant agencies to protect children.

***All staff are responsible for promoting and safeguarding the welfare of students at Heron Hall Academy by ensuring compliance with the school's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students through the Safeguarding My School platform.***

***This document summarises the main responsibilities of the post. The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post, the competence of the post holder and the context of the duties of the post holder.***

***This job description is subject to annual review.***

# Person Specification: Head of Drama (Maternity Cover)

## Qualifications and other required experience and skills

<i>Qualifications</i>	<ul style="list-style-type: none"> <li>• Right to work in the UK.</li> <li>• Qualified to at least degree level.</li> <li>• Qualified to teach and work in the UK.</li> <li>• Ability to teach subject to A Level standard.</li> </ul>
<i>Experience</i>	<ul style="list-style-type: none"> <li>• Evidence of being, or having the potential to be, an outstanding teacher of the subject.</li> </ul>
<i>Knowledge</i>	<ul style="list-style-type: none"> <li>• Up to date knowledge in the curriculum area.</li> <li>• An understanding of what an outstanding education looks like in the classroom.</li> <li>• An understanding of the strategies needed to establish consistently high expectations.</li> </ul>
<i>Behaviours</i>	<ul style="list-style-type: none"> <li>• Leadership.</li> <li>• Effective team worker.</li> <li>• High expectations for accountability and consistency.</li> <li>• Vision aligned with NSCT's high aspirations, high expectations of self and others.</li> <li>• Genuine passion and a belief in the potential of every pupil.</li> <li>• Motivation to continually improve standards and achieve excellence.</li> <li>• Effective listening skills that lead to a strong understanding of others.</li> <li>• Commitment to the safeguarding and welfare of all pupils.</li> </ul>
<i>Teaching and learning</i>	<ul style="list-style-type: none"> <li>• Excellent classroom teacher, or potential to be one, with the ability to reflect on lessons and continually improve their own practice.</li> <li>• Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards.</li> <li>• Thinks strategically about classroom practice and tailoring lessons to pupils' needs.</li> <li>• Understands and interprets complex pupil data to drive lesson planning and pupil attainment.</li> <li>• Good inter-personal, communication, planning and organisational skills.</li> <li>• Demonstrates resilience, motivation and commitment to driving up standards of achievement.</li> <li>• Acts as a role model to staff and pupils.</li> <li>• Commitment to regular and on-going professional development and training to establish outstanding classroom practice.</li> </ul>
<i>Safeguarding</i>	<ul style="list-style-type: none"> <li>• Commitment to equality of opportunity and the safeguarding and welfare of all pupils.</li> <li>• Adhere to the Academy's data protection procedures.</li> <li>• Willingness to undertake in person and online safeguarding training.</li> </ul>



- This post is subject to an enhanced Disclosure & Barring Service check.

## Next Steps

To apply please visit TES via the green quick apply button shown on the advert. You can view the role: available at the school and apply via the TES by clicking on the link here:

<https://www.tes.com/jobs/vacancy/head-of-drama-maternity-cover-enfield-1857963>.

**Closing date for applications is 31<sup>st</sup> May 2023.**

*We are dedicated to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful candidate will be subject to enhanced clearance through the Disclosure and Barring Service.*

*In line with KCSIE updates, an online search will be conducted as part of our due diligence checks on shortlisted candidates.*



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