



The  
**Burgate**

School & Sixth Form

**Recruitment Pack**

**Head of Drama**

Registered in England and Wales Register Company Number: 07596997

# Key Information

**Role: Head of Drama**

**January 2025 start**

This is an exciting opportunity to step into a position of subject responsibility in a supportive, collegiate workplace culture.

**Deadline for applications: 09:00 Thursday 17 October 2024**

You are strongly encouraged to contact us in advance to learn more about Drama and the Drama Department at The Burgate and the specifics of this post.

If you would like to have an informal chat, or a visit, please contact our

Associate Assistant Headteacher, Simon Mallace-Goulbourne, at

[smallace@burgate.hants.sch.uk](mailto:smallace@burgate.hants.sch.uk)

**Salary: Main/Upper Pay Scale plus TLR 2c (£3,480)**

**Contract: Permanent/Full-Time**

Headteacher: David Pover

The Burgate School and Sixth Form, Salisbury Road, Fordingbridge,  
Hampshire, SP6 1EZ

Tel: 01425 652039 Fax: 01425 656625

Email: [burgate@burgate.hants.sch.uk](mailto:burgate@burgate.hants.sch.uk)

Website: [www.theburgate.com](http://www.theburgate.com)



Dear Prospective Applicant

I am delighted that you are interested in applying for the post of Head of Drama at The Burgate School and Sixth Form. We believe our school is an exceptional place to work, where students and staff share collective values in a happy and inclusive environment.

Each member of our staff team matters, and creativity and innovation are embraced and developed. Our students are a pleasure to work with and we encourage you to come and see this for yourself. 'Learning for Life', our school and college motto, underpins our culture and applies to every member of our school and sixth form community, whatever stage they are at.

Our desire to be one of the top comprehensive schools nationally continues with great enthusiasm and this appointment is a key factor in ensuring that we achieve that ambition. Please take your time to explore our school's website and this recruitment pack which will give you a greater understanding of what we believe is an ambitious, creative and successful school.

I very much look forward to receiving your application to work with us at The Burgate.

Yours sincerely

David Pover  
Headteacher

## **The Role**

Are you looking to develop your career in a warm and supportive school with a real passion for helping students to achieve their best?

We have an exciting opportunity for an excellent classroom teacher who is ready to step up to the additional responsibilities of leading Drama at The Burgate School and Sixth Form. Drama is a popular subject which enriches school life and provides a wealth of extra-curricular opportunities to students of all ages and abilities.

This is an excellent time to join our school which was rated 'good' by Ofsted in May 2019 with the Sixth Form graded as 'outstanding'.

As a school we are dedicated to the development of inspirational lessons and are always searching for new and innovative ways to motivate students to achieve their full potential.

We would welcome a candidate who is keen to share new ideas, approaches and has the drive and determination to further the progress of all students.

## **Our Curriculum**

Drama is a subject that is offered at both GCSE and in the Sixth Form. At present all Drama students in Years 9, 10 and 11 receive 9 hours of teaching per fortnight. In the Sixth Form, they receive 5 hours per fortnight. Students engage with both practical and theory lessons to support their progress in different components of the course .

## **Our Facilities**

Practical lessons are taught in a purpose built studio with a full sound and lighting rig. This provides students with a range of creative tools to use and the opportunity to develop not only acting and directing skills but also technical ones. The drama studio is also frequently used as a performance space and has hosted diverse performances over the years from GCSE devised pieces to full-scale school productions and original works.

# How to Apply

The following guidelines are designed to help you submit an application in line with our requirements. Please ensure that you comply with the instructions below otherwise the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Sarah Hewett, HR Manager/Headteacher's PA at [shewett@burgate.hants.sch.uk](mailto:shewett@burgate.hants.sch.uk)

## **Application Form**

To apply for the role, please either complete an application via the TES website, an application via the Government's Teaching Vacancies website, or our Teaching Staff application form which can be downloaded from the vacancies page on the school's website. If you apply using the school's Teaching Staff application form, completed forms should be emailed to Miss Sarah Hewett, HR Manager/Headteacher's PA, at: [shewett@burgate.hants.sch.uk](mailto:shewett@burgate.hants.sch.uk). All applications should be received by the published deadline. For safer recruitment reasons, only applications submitted on a TES, Government Teaching Vacancies, or school application form will be considered. CVs will not be accepted.

## **Don't wait until the deadline nears to submit your application**

You are advised to submit your applications as soon as possible as, on occasion, we reserve the right to close a vacancy earlier than the advertised date, if we have received sufficient applications that meet the criteria, or a suitable candidate is found. We advise you to submit your application as early as possible to prevent disappointment.

## **Shortlisting**

Shortlisted candidates will be contacted by telephone or email. We will endeavour to contact non-shortlisted applicants however, if you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

## **Interviews**

Interviews will be held at The Burgate School and Sixth Form. In addition to a tour of the school, a task, and informal discussions with key members of staff, each interviewee will be required to teach a lesson. The selection process will culminate in a formal interview. Full details of the interview process will be sent to candidates with the invitation to interview. Candidates invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will also be required to bring photo ID with them on the interview day, for example a valid passport or driving licence to provide proof of identity and, where available, a birth certificate should also be presented. If relevant to the role, evidence of all academic and professional qualifications disclosed on the application form should also be presented. Full details will be sent to candidates alongside their formal invite to interview.



### **References for shortlisted candidate**

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Burgate School and Sixth Form has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer) and all other necessary pre-employment vetting checks have been satisfactorily completed. This will include confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure, verification of your identity and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS) and a check will be undertaken to ensure they are not subject to a prohibition order.

### **Safeguarding and Child Protection Statement**

Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. As a school and sixth form we are committed to safeguarding and promoting the welfare of all our students. The actions that we take to prevent harm, to promote wellbeing, to create safe environments, to educate on rights, respect, and responsibilities, to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the school and sixth form.

A copy of our child protection policy and our policy on the employment of ex-offenders are available to view on The Burgate School and Sixth Form's website at: <https://www.theburgate.com/policies> .

### **Pre-employment Checks including an Enhanced DBS and Children's Barred List Checks**

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, all our recruitment and selection practices reflect this commitment. Should you be successful, any offer of a post will be conditional subject to an enhanced Disclosure and Barring Check as well as other relevant pre-employment checks including the receipt of two satisfactory references and medical clearance. As this is a post in regulated activity, the DBS check will include a children's barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. All positions within The Burgate School and Sixth Form are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

### **Online Searches**

We will also consider carrying out an online search on the successful candidate to help identify any past or current incidents or issues that might affect an individual's suitability to work with children and undertake the role in question. Any online search will be carried out only on publicly available information and will be limited to issues relating to an individual's suitability to work with children and/or in a school environment. Any issues that arise from a search will be followed up with the candidate where it can be discussed more fully, including background information, or mitigating circumstances.

## **Equal Opportunities Statement**

The Burgate School and Sixth Form is an equal opportunities employer and values the diversity of our workforce and welcomes applications regardless of age, gender, ethnicity, or religion.

## **General Information for Applicants**

At The Burgate we want every student to enjoy their learning and feel valued for who they are. The school provides high quality comprehensive education for children aged between 11 and 18 and we enjoy an excellent reputation within the local community for our high standards. Consequently, many students attend the school through parental choice. We provide a broad curriculum and a creative approach to learning that inspires curiosity, builds collaboration, helps develop resilience and encourages flexibility of thought.

This could not be a better time to join The Burgate; our GCSE results in 2024 continued to be very strong with 84% of students achieving both English and Mathematics at Grade 4+ and 59% achieving Grade 5+. Our most recent published Progress 8 value added score was in line with the national average and once again places The Burgate as one of the very best performing schools in Hampshire and nationally. Our A level results are consistently very good with 70% of our grades between A\*- C

We offer a wide range of subjects at GCSE and A Level, delivered by a highly qualified team of professional teachers and support staff who are committed to offering the highest quality of education to the students. All staff members participate in a well-established and bespoke performance management scheme. Induction and in-service training are provided for all teaching and support staff and there is a special programme for ECTs, as well as access to a wide range of CPD through National College and beyond. Internal promotion is a typical route for progression to higher levels of leadership for Burgate staff.

The school has a committed and supportive board of trustees, enjoys healthy links with the local community, our cluster primary schools and partnership schools. We build and consequently benefit from excellent supportive relationships with parents, and we encourage close contact with the school whenever they have concerns regarding their child's education. The school was inspected by Ofsted in May 2019 in which we were awarded 'Good' overall with three of our inspection judgements being 'Outstanding'. The inspectors praised the high expectations of everyone at the school and remarked how the school's trustees and staff work closely together to create a team spirit that provides a consistent and positive learning environment, where teaching is inspirational and student behaviour is superb.

The Burgate School and Sixth Form is situated on the outskirts of Fordingbridge, in Hampshire. Salisbury, Bournemouth, Southampton and the Channel ports of Poole and Portsmouth are all within easy driving distance, and the major cities of Bath, Bristol and London all easily accessible by road and rail. With the New Forest National Park, Isle of Purbeck, Jurassic Coast and Salisbury Plain further enriching and enhancing the natural beauty of the local environment, the successful candidate will have a chance to live and teach in one of the most highly desirable areas of England, where the standard of living is of the best available nationally.

## **Job Description**

Head of Drama

**Impact Statement:** secure high quality teaching and learning within the department and effective use of resources to improve educational outcomes for all students so that each achieves his or her full potential.

**Level of responsibility:** Head of Drama —TLR 2c

**Line Manager:** Associate Assistant Headteacher

### **CORE RESPONSIBILITIES:**

- Maintain high professional standards and level of conduct
- Adhere to statutory policies and procedures and undertake training as required
- Contribute to the delivery of the school's vision
- Uphold the values of The Burgate School and Sixth Form
- Help to foster innovation and the development of new capabilities
- Engage with school improvement plans and initiatives
- Support the pastoral care and behaviour standards of students to ensure they feel safe, secure, and valued

### **KEY RESPONSIBILITIES:**

- Be responsible for the development, implementation, review and evaluation of the DIP
- Quality assurance to uphold the highest standards of work and conduct of students and staff in the department
- Maintain a high quality learning environment within the department
- Uphold the pastoral care, discipline and behaviour of students to ensure that they feel safe, secure and valued
- Oversee the department's curriculum and continually review the impact of the learning
- Set, observe and maintain high standards for Burgate lessons
- Regularly moderate assessment and marking procedures to ensure accuracy and consistency of all teachers in the team
- Monitor and track the progress of all students; identifying underachievers and implementing measures to support them
- Undertake lesson observations and work scrutinies to ensure that learning experiences offered are appropriate and relevant to learning needs to ensure good progression for all students
- Inform and advise the Leadership team on all matters related to the department through fortnightly 1:1 meetings with LT Lead

### **SPECIFIC RESPONSIBILITIES:**

- Monitor and promote uptake of students at GCSE and Sixth Form in Drama and intervene when required
- Organise theatre trips to enhance cultural capital of students in all year groups
- Organise and run an annual school production for students across a range of year groups
- Organise extra-curricular opportunities for students to develop skills in Drama
- Develop strong network links with Drama departments locally to share good practice

This job description is not exhaustive and the post holder will be expected to undertake any other duties



## Role: Person Specification for Head of Drama

<b>Safeguarding</b>	Essential	Desirable
Commitment to the safeguarding and wellbeing of all students and the ability to follow all school policy and procedures	X	
<b>Qualifications &amp; Experience</b>	Essential	Desirable
Qualified teacher status	X	
A degree or equivalent	X	
The ability to successfully teach Drama to GCSE	X	
The ability to successfully teach at A-level	X	
Experience of improving the outcomes of groups of students		X
Experience of leading a team		X
<b>Skills and Competencies</b>	Essential	Desirable
Ability to continually improve the teaching and learning of the subject through schemes of work and extra-curricular activities		X
Up to date knowledge in the curriculum area	X	
Good knowledge of pedagogy	X	
Ability to demonstrate and model excellence in the classroom	X	
Model effective behaviour management for effective teaching and learning	X	
A record of being able to work collaboratively as part of an effective team	X	
Ability to plan strategically	X	
Ability to analyse and present data and information coherently	X	
Ability to track progress to develop student potential	X	
Show keen interest and ability to keep abreast of new initiatives	X	
<b>Personal Qualities</b>	Essential	Desirable
Enthusiasm and passion for Drama	X	
Motivation to continually improve standards and achieve excellence	X	
Confident, positive, self-motivated and determined	X	
Excellent communication, planning, organisational, listening and time management skills	X	
Develop positive relationships and acts as a role model to staff and students	X	
A commitment to and evidence of regular and ongoing professional development	X	
Readiness to reflect and self-evaluate and the ability to change, develop and improve	X	
Demonstrate a deep commitment to school's ethos and its motto 'Learning for Life.'	X	
Strong willingness to contribute to the wider life of the school	X	
Show fairness and consistency	X	
High level of honesty and integrity	X	
Commitment to equal opportunity	X	
Have a good record of punctuality and attendance	X	