

# **APPLICATION PACK**

## **Teacher of Acting**

**March 2024**

- 1. About Priestley College**
- 2. About the Post and How to Apply**
- 3. Job Description**
- 4. Person Specification**
- 5. Faculty Area Information**

**Please refer to all the documents listed above prior to completing your Application Form**

## About Priestley College

Priestley College is a founder member of The Challenge Academy Trust (TCAT) which currently consists of 9 schools and the College, working together to deliver a cohesive education pathway from primary through to sixth form.

We are an inclusive college with a consistent record of high achievement. We offer around 70 A-Level and Vocational courses and we are a college of several firsts.

The quality of education we provide in Science, Technology, Engineering and Maths was recognised when we became the first dedicated sixth form in the country to receive STEM-assured status.

In September 2020, Priestley was chosen to be among the first tranche of colleges to provide T-Levels. In the same year our rugby academy became the first in the UK to receive 'dual status' as both boys and girls were excelling.

In its most recent OFSTED report the College was praised by inspectors who said 'teachers ensure students develop the skills and knowledge they need to be successful in their qualifications and in their working life'.

In 2021 Priestley retained its matrix accreditation after an inspection found the quality of advice and guidance it provided met the internationally-recognised standard.

There are now over 2000 students at Priestley with the latest investment a £1.5M technology centre that boasts more than 200 computers. The Crescent Building has also been extended to provide extra café and study space whilst the Performing Arts facilities have been modernised. More than £15M has been invested in the campus since 1999 on projects including the Learning Resource Centre and an all-weather sports pitch.

Priestley's growth in numbers has also gone hand in hand with increasing the range and scope of provision as well as significant improvements in quality.

By responding to student demand and national curriculum development, we have been able to broaden the choice by offering new curriculum lines.

Priestley is not a college that stands still. All teachers and staff constantly look for ways to improve in order to make the biggest difference to the highest number of young people.

The College's goal will always be to inspire, challenge and support its students to ensure they reach their full potential.

## About the Post and How to Apply Teacher of Acting

**Responsible to:** The Head of Faculty

**Post Details:** Part-Time 0.8 FTE, Fixed Term until end of the academic year 2025.

**Start Date:** Start of the academic year 2024 - subject to successful pre-employment checks including an enhanced DBS check *or a check against the DBS Update Service if registered*

**Contractual Terms:** NJC Terms and Conditions for Teaching Staff in Sixth Form Colleges

**Salary:** Sixth Form Colleges' Salary Structure Main Teaching Scale (up to £44,256 per annum)

**Pension Scheme:** Teachers' Pension Scheme

**Application Deadline:** 12 noon on 8<sup>th</sup> April 2024.

**Interviews:** It is anticipated that interviews will be held w/c 15<sup>th</sup> April 2024.

### How to Apply:

The application form is in word format and ***should be downloaded to your pc and saved***, then completed electronically (CVs will not be accepted). It is important that you complete all relevant sections of the form accurately. If you require assistance in completing your application, or require information providing in a different format, please contact HR. You are reminded that providing false information is an offence and could result in your application being rejected or summary dismissal if you are later selected; and possibly referred to the police.

Your application should be returned to [hr@priestley.ac.uk](mailto:hr@priestley.ac.uk) or in hard copy format by hand, or posted to: **HR Department, Priestley College Loushers Lane, Warrington WA4 6RD**. Incomplete applications will not be accepted.

### Safeguarding and Safer Recruitment in Education

The College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, governors and volunteers to share this commitment. Our Safeguarding Policy and our DBS and Ex-Offenders Policy (incorporating our Policy Statement on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information) can be accessed on the link to our website, as given above.

As an organisation using the DBS (Disclosure and Barring Service) to help assess the suitability of applicants for positions of trust, Priestley College complies fully with the DBS Code of Practice. For information relating to the DBS please visit [www.gov.uk/government/organisations/disclosure-and-barring-service/about](http://www.gov.uk/government/organisations/disclosure-and-barring-service/about) and for information relating to the DBS Update Service visit [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service) We also comply with our obligations under the Data Protection Act 1998.

The successful applicant will be required to obtain an Enhanced DBS certificate for the **Child Workforce** (which must be shared with the HR Department within 28 days of its issue) or if already registered with the Update

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

---

Service, provide their certificate, and their registration number to enable the College to carry out an on-line check. All information received will be treated in the strictest confidence and will not necessarily debar a candidate for consideration of appointment.

### **Equality and Diversity**

The College as an Equal Opportunities employer aims to promote and maintain equality of opportunity as outlined in our Equal Opportunities Policy. We monitor the diversity of applicants. We would therefore ask you to support us in completing and returning our **Equal Opportunities Monitoring Form**. Information supplied will be treated in confidence and will only be used to assist our monitoring process. Applicants with a disability who meet the essential criteria will be guaranteed an interview.

### **Invitation to Interview**

Applicants who are successful in being short-listed will be contacted by the HR Department by telephone and email and will be given details of interview arrangements. If you have not been contacted you should assume that unfortunately you have not been short-listed on this occasion. Applicants who require any special arrangements or adjustments should contact the HR Department prior to attendance at interview. Applicants declaring a disability will be contacted in order that, wherever possible, appropriate adjustments can be made to support them throughout the selection process.

### **Evidence of Identity**

Applicants invited for interview will be required to produce at interview evidence of their identity, i.e. a current valid Passport, a current Driving Licence, and/or a Birth Certificate (issued at the time of birth, full or short form). In addition, a document issued within the last 3 months which confirms your current address (e.g. bank/building society statement or a utility bill – a mobile telephone bill is not acceptable). Also required is a document confirming a Right to Work in the UK (if applicable).

In addition, applicants will be asked to provide evidence at interview of qualifications which are relevant to the post applied for. If certificates are not able to be provided at the interview stage, they must be provided by the successful applicant *prior* to taking up appointment.

### **References (Safeguarding Requirement)**

If you are invited to attend for interview, the College will approach your referees prior to interview. One of your nominated referees must be of a professional nature (i.e. from your **current or most recent employer**). Referees should not both be from the same employer wherever possible. If you are not currently working with children or young people but have been employed in such a capacity previously we require one nominated referee from that employment.

### **Offer of Appointment**

Any offer of employment with the College (TCAT) will be subject to mandatory pre-employment checks which will include a DBS check, satisfactory references, evidence of qualifications (e.g. teaching and professional certificates), proof of health and physical capacity to undertake the role (i.e. an occupational health check), and confirmation of the Right to Work in the UK (if applicable).

## **Job Description**

### **Teacher of Acting**

At Priestley College we value:

- Learning and the enjoyment of learning
- Each individual and their needs and aspirations
- Achievements and success which are both personal and academic
- Effort and endeavour to maximise a person's full potential
- Partnership based on respect and equality

**The key purpose of the role** is to ensure that all students receive from Priestley College the best possible learning opportunities related to realistic achievable learning goals.

Teachers at Priestley College make the education of their students their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge; keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents/carers in the best interest of their students.

#### **To this end a teacher must:**

- Set high expectations which inspire, motivate and challenge students of all backgrounds
- Promote good progress and outcomes for all students
- Demonstrate strong subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all students
- Make accurate and productive use of assessment
- Manage behaviour effectively to ensure a good and safe learning environment
- Be accountable to the Head of Faculty

#### **Key Outcomes of the Job:**

- Healthy enrolment and retention of students, excellent student progress and destinations with achievement rates in specified learning goals.
- Students who are informed, who feel confident in their learning and who enjoy the experience of their subjects/courses/programmes at Priestley College.
- A welcoming, inclusive and learning-focused atmosphere in the college environment.
- Colleagues who feel that an appropriate contribution is made to the work of the team.

#### **Teaching, Learning and Assessment:**

- To be responsible for promoting and safeguarding the welfare of children and young persons.
- To manage and plan teaching and learning programmes for groups and individuals, assessing needs, identifying appropriate teaching and learning strategies and developing and using relevant resources.
- To monitor closely, assess the work and report the progress of individuals (including the use of relevant data to monitor progress, set targets, and plan subsequent lessons)

**The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**

---

- To be responsible for the accurate and timely administration of all matters related to student and course management including ensuring the requirements of external agencies are met.
- To give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback.
- To know when and how to differentiate appropriately, using approaches which enable students to be taught effectively
- Ensure equality and diversity are actively promoted and that any discrimination and bullying are tackled and that every opportunity is taken to diminish the difference in the progress and achievement rates for identified cohorts

**Other Specific Duties:**

- To seek out and take part in appropriate training opportunities as part of personal professional development and in response to the developmental needs of the College and of the programme area.
- To participate in course reviews/self-assessment in line with the College's Quality Assurance processes.
- To continually reflect upon and evaluate one's own performance, undertaking professional review in line with the College's Quality Assurance processes.
- To help market the subject/course/programme to prospective students of the College through such liaison and promotion activities as may be required.
- To contribute to the overall work of the subject/course/programme within the College, including open/interview events, field trips, enhancement programmes and extra-curricular activities as appropriate.

**Communication:**

- To ensure effective communication through the attendance at staff briefings, subject and faculty meetings as appropriate.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

## Person Specification

### Teacher of Acting

All Staff must make a positive contribution to:

- The College's Safeguarding and Equality and Diversity practices
- The pursuit of excellence and the highest standards of quality in all aspects of College life
- Their own professional development, in accordance with the needs of the College
- Priestley College's Mission Statement

|  | Essential | Desirable | Identified by  |
|--|-----------|-----------|--|
| <b>Relevant Experience</b>   |           |           | Application<br><br>Interview<br><br>References<br><br>Certificates |
| Experience of working with young people (aged 16-19) in an educational setting                           | ✓         |           |  |
| Experience of assessment in either RSL or Btec Musical Theatre qualifications                            | ✓         |           |  |
| Experience of teaching Vocational Musical Theatre at Level 3   |           | ✓         |  |
| Ability to teach across the acting and singing disciplines   |           | ✓         |  |
| Internal verifying/ standardisation experience   |           | ✓         |  |
| Successful teaching experience. This post may also be suitable for a newly qualified teacher.            |           | ✓         |  |
| <b>Education and Training</b>  |           |           |  |
| Good Degree or equivalent in relevant area.  | ✓         |           |  |
| Relevant teaching qualification or evidence of working towards a recognised teaching qualification       | ✓         |           |  |
| Evidence of recent staff development   |           | ✓         |  |
| First Aid qualification  |           | ✓         |  |
| Clean driving license  |           | ✓         |  |
| <b>Knowledge and Abilities</b>   |           |           |  |
| Excellent teacher with proven ability to motivate students of varied ability and to achieve good results | ✓         |           |  |
| Ability to organise detailed programmes of study   | ✓         |           |  |
| Able and willing to contribute to the College’s enrichment programme                                     | ✓         |           |  |
| Ability to work to deadlines   | ✓         |           |  |
| Good communication and interpersonal skills  | ✓         |           |  |
| Ability and willingness to act as a Personal Tutor   | ✓         |           |  |
| Outstanding/ very good classroom practitioner  | ✓         |           |  |

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

|   |   |   |  |
|---|---|---|--|
| Experience of using a range of ICT  |   | ✓ | Application<br><br>Interview<br><br>References<br><br>Certificates |
| Expertise in various aspects of Musical Theatre   | ✓ |   |  |
| Ability to use a range of technology in lessons   | ✓ |   |  |
| <b>Personal Qualities</b>   |   |   |  |
| Demonstrate a genuine commitment and passion for students' education and welfare  | ✓ |   |  |
| Self-motivated with the ability to work independently   | ✓ |   |  |
| Team player with good communication and interpersonal skills  | ✓ |   |  |
| High expectations and resilience  | ✓ |   |  |
| Enthusiasm, endless energy and dedication to task   | ✓ |   |  |
| A flexible approach to work   | ✓ |   |  |
| Reliable and efficient  | ✓ |   |  |
| Excellent attendance and punctuality  | ✓ |   |  |
| Able and willing to take responsibility   | ✓ |   |  |
| <b>Safeguarding</b>   |   |   |  |
| Suitable to work with children and young adults and/or vulnerable adults  | ✓ |   |  |
| Willingness to apply for an Enhanced Disclosure and Barring Service (police) check (or to have a check undertaken against an existing DBS Certificate if registered for the DBS Update Service) | ✓ |   |  |



## **Faculty Area Information**

### **Teacher of Acting**

The Creative Arts and Sport Faculty offers an extensive range of programmes to 16- 19 learners and staff are passionate and knowledgeable about their subjects. The faculty consists of a Head of Faculty and four Curriculum Leaders with thirty-five teaching staff across a range of subject specialisms. A position in the faculty has become available due to staffing changes in the Performing Arts curriculum area.

The Performing Arts Area offers a broad range of programmes at level 3. The provision includes AS and A Levels in Dance, Drama and Music. The Full-time vocational courses include RSL qualifications at level 3 in Music and Musical Theatre and a Btec level 3 in Production Arts. Further to this staff offer a wealth of activities to develop learners such as visiting lecturers, trips, and university links.

Most of the Performing Arts provision is delivered in the purpose built studios, comprising of 1 specialist dance studio, 1 specialist drama studio and The Costello Theatre, with an extra rehearsal studio. The area's resources are supported by a first-class Learning Resources Centre.

We are looking forward to working with a well-qualified, motivated and enthusiastic teacher who is keen to share in the development of this popular and successful Faculty. You must be able to inspire students and colleagues alike and be able to maximise learner potential. You will be able to contribute to further curriculum development and be looking to this post as a springboard for further professional development. We would welcome applications from newly qualified teachers.