

# Subject Lead: Drama

## Candidate Pack

Location: **Ramsey Academy, Halstead**

Start Date: **1<sup>st</sup> September 2024**

## Welcome letter from our CEO

Welcome to Bridge Academy Trust

At Bridge Academy Trust we aim to appoint and develop professionals who have high expectations, are highly motivated and wish to work collaboratively with others to ensure our children have the best possible provision.

In return the successful candidate will be part of a forward-thinking, collegiate, and collaborative Trust where first and foremost, each school is a place of high-quality learning, where young people ENJOY, ENRICH, ACHIEVE & ASPIRE.

Our core purpose is to provide high quality education for all children in our schools.

We recognise that our staff are a precious resource, and we are committed to excellence and ensure our staff are supported individually and collectively, building strong partnerships, to help us to achieve our aims and goals.

Mark Farmer  
CEO



## About us

Here at Bridge Academy Trust, we are dedicated to bringing about significant improvement to the life chances of our children. We want them to be safe, happy, well-educated, and rounded young people who are active citizens and are fully prepared for the world beyond school; not just to cope with the world they will be part of, but to shape it.

Our commitment to achieving these goals for our children begins with the work of our amazing school leaders, teachers, support staff, trustees, and governors. It is our collective responsibility to develop schools capable of delivering truly world-class education in the 21st Century. This is why we are fully committed to supporting and developing every member of staff to be the best that they can be.

It is the responsibility of the Trust Leadership Team working with and alongside school leaders, central staff, and all school staff to deliver this strategy and to bring it to fruition. The Board of Trustees and Trust Leadership Team will receive regular information and feedback from staff at all levels to reflect and to monitor the impact of this strategy.

We are here to inspire, empower and educate. We are here with the knowledge, guidance, and resources to enable you to become the best you can be. Welcome to your Bridge Academy Trust journey.



## Join us and be part of our Trust

Bridge Academy Trust wants schools to work with each other in localities for the benefit of the local children and communities.

High quality continuity of every child's journey through education.

High quality and effective transition work between key stages and school transfers, ensures that children are 'ready,' academically, socially, and emotionally for the next stage of their learning journey.

## Our Vision: Enjoy, Enrich, Achieve, Aspire

First and foremost, each school within the trust is a place of learning, where young people (from three to nineteen years):

- **ENJOY** coming to school and learning experiences available to them.
- Are **ENRICHED** with a wealth of opportunities inside and outside of lessons and the curriculum, so that all talents are identified and nurtured.
- **ACHIEVE** high standards:
  - academically, in terms of examination results.
  - personally, through their respect for others and their environment
  - socially, through their contribution to the life of the school and wider community.
- **ASPIRE** to be the best they can be.



Acorn Academy



Chipping Ongar Primary School



High Ongar Primary School



Mildmay Primary School



Moulsham High School



Notley High School  
& Braintree Sixth Form



Oaklands Infant School



Ongar Primary School



Richard de Clare Community  
Academy



The Ongar Academy



The Ramsey Academy



## Our People Strategy

Bridge Academy Trust wants schools to work with each other in localities for the benefit of the local children and communities.

We aim to transform teaching, leading, and learning to fulfil our commitment to giving our children, young people and our communities, the high-quality education they deserve. Each facet of our improvement strategy recognises the need for schools and the wider MAT to recruit, nurture, grow and plan for the succession of a high-quality workforce.

We recognise the development (support and challenge) of leadership at all levels as the key to sustainable school improvement and this is evident in our ongoing financial and resource planning. Frequent and regular time with core improvement team members provides our school leaders and those with leadership responsibility with mentoring, coaching and additional capacity to drive school improvement day to day and over time. There is a shared understanding that school leaders will then work with us to similarly develop staff within their schools, creating a high-quality, committed workforce across our Trust.



## About Ramsey Academy

Welcome to The Ramsey Academy.

The Ramsey Academy is a popular over-subscribed secondary school in the heart of the Halstead community.

Our focus is to 'Achieve Excellence Together'. We work hard to support students in their educational journey and provide them with the skills and knowledge they need for their future.

Our aim is for all students:

- To **enjoy** coming to school and the learning experiences available to them
- To be **enriched** with a wealth of opportunities inside and outside of lessons and the curriculum, so that all talents are identified and nurtured
- To **achieve** high standards:
  - **Academically** - in terms of examination results
  - **Personally** - through their respect for others and their environment
  - **Socially** - through their contribution to the life of the school and wider community

We actively encourage students to extend their learning beyond the classroom through a wide range of trips, visits, and extra-curricular activities, both in this country and abroad. Students work towards completion of the Ramsey Achievement Award, which recognises academic progress, high levels of attendance and participation in a wide range of activities that develop life skills.

The Ramsey Academy is part of the Bridge Academy Trust: a collegiate and collaborative Trust, where, first and foremost, each school is a place of (high quality) learning, where young people ENJOY, ENRICH, ACHIEVE & ASPIRE. The core purpose is to provide high quality continuity of every child's journey through education from 3 to 19, with a community and school-led school improvement approach and long-term sustainable strategy. Bridge Academy Trust is committed to its people strategy and prioritises staff's development to ensure they too can enjoy, enrich, achieve, and aspire.



## Job Description

We are seeking to appoint a passionate and highly motivated individual who will lead this subject area.

The appointed person will play a significant role in contributing to the development of a curriculum, designed with the intention to challenge and enthuse students. They will also play a significant role in the future planning for the Department and expanding existing community links as well as forging new relationships both locally and nationally.

The Academy is seeking to appoint:

- An outstanding practitioner and leader who is ready for the next step to further develop their leadership skills.
- A dynamic and inspiring leader to work collaboratively with the Sport and Performing Arts Faculty and the Senior Leadership Team to enthuse students about Drama with the ability to work effectively as part of a team within the Academy and to provide an outstanding educational experience for the students.
- An individual who wishes to be innovative in the design and development of the curriculum and play a strategic role in the development of the Sport and Performing Arts Faculty.
- A leader committed to the importance of Drama in transforming students' understanding and application of knowledge to raise their aspirations.
- A leader committed to giving students extra-curricular opportunities.

The Academy can offer:

- Strong support in personalised professional development as a Drama teacher and Middle Leader.
- Opportunity to support the development of new teachers via Mid Essex ITT.





<b>Responsible for:</b>	<ul style="list-style-type: none"><li>• Student progress and achievement</li><li>• Effective teaching in the specified subject area</li><li>• Support staff assigned to the area</li><li>• The effective leadership of the Curriculum Area.</li></ul>
<b>Job Purpose</b>	<p><b>Main purpose:</b> The professional duties of all teachers are set out in the STPCD and describe the duties required of all main pay range posts. In addition, the job description of the requirements of the post of Subject Leader at Notley High School &amp; Braintree Sixth Form are:</p> <ul style="list-style-type: none"><li>• To effectively lead and manage the Subject Area.</li><li>• To be a role model for outstanding classroom practice.</li><li>• Ensure that students achieve to the best of their potential.</li><li>• Use data effectively to identify areas of weakness and plan appropriate interventions.</li><li>• Support other Subject Area members to use data effectively to identify areas of weakness and plan and execute challenging and differentiated lessons.</li><li>• Maintain high academic standards.</li><li>• Generate and maintain enthusiasm for the subject(s) in both students and staff.</li><li>• Nurture a team ethos within the Subject Area which is mutually challenging and supportive.</li><li>• Maintain a curriculum which is appropriate, challenging, and inspirational.</li><li>• Carry out the duties of schoolteacher as set down in the teacher's Pay and Conditions documents.</li></ul> <p><b>Main tasks:</b> <b>Student Achievement</b></p> <ul style="list-style-type: none"><li>• Monitor the progress of all students within the Subject Area by rigorous and thorough analysis of each data trawl and feedback to the Curriculum Leader via line management meetings.</li><li>• Ensure that staff are assessing student progress accurately and robustly by setting regular Common Assessment Tasks across each year group. Ensure that the assessments are moderated, a CAT checklist is completed and any follow up necessary implemented.</li><li>• Identify underachievement and with Subject Area members establish action plans to improve progress, share these plans with Subject Area members and oversee implementation. Monitor the impact of these interventions.</li><li>• Ensure that all colleagues are confident with using the available class data to inform lesson planning to ensure that progress can be made in every lesson.</li><li>• Ensure that all students have access to their target and current level/grade/flight path.</li></ul>





- Liaise with Heads of Curriculum Area, Subject Leaders, Raising Standards Leaders and the SENCo to support intervention plans.
- Ensure that praise and sanction systems are applied consistently to reinforce positive learning experiences for students.
- Implement monitoring, assessment, recording and reporting procedures in line with School Policy.
- Ensure that all colleagues are aware of any subject targets that have been set and support colleagues in working towards meeting them.

### Teaching and Learning

- Ensure that productive discussions of effective teaching strategies are central to the work of the faculty. All members of the Subject Area should be expected to be reflective practitioners who regularly review their own and colleagues practice in a constructively, critical way.
- Ensure that schemes of learning are regularly reviewed and checked against the SoL checklist to ensure coverage of the Notley 10.
- Actively promote the Notley 10 as the basis for good/outstanding teaching and learning.
- Use the most current data to inform the placement of students in appropriate classes which will support progress in their learning.
- Provide guidance for colleagues on how to deliver the curriculum to pupils of differing abilities.
- Ensure that the Subject Area keeps up to date with national and local developments and be prepared to share good practice within the college and beyond.
- Ensure that the Subject Area implements the delivery of cross-curricular issues; literacy, numeracy, SMSC, ICT.
- Ensure that quality homework is set and marked in accordance with School Policy.
- Ensure that students work is regularly assessed and that all students have clear indications about how to make progress which they are responding to.

### Monitoring and Evaluation

- To monitor and evaluate the curriculum to be delivered, all aspects of teaching and learning, assessment, recording and reporting, planning at all levels and the implementation of the Subject Area development plan through:
  - Learning Reviews
  - Assessment Reviews
  - Learning Walks
  - Moderating common assessment tasks
  - Data analysis
  - Response to Ofsted or Internal Self Reviews



- Work with SLT to carry out periodic Internal Self Reviews.
- Monitor the implementation of the Curriculum Area (and Subject) Improvement Plan.

### **Strategy and planning for improvement**

- Produce an annual Improvement Plan for the Subject Area which supports the School Improvement Plan and addresses any issues within the Subject Area or specific subjects within the Curriculum Area.
- Monitor progress of the implementation of the Subject Area (and subject) Improvement Plans.
- Report back on progress made in implementing the Subject Area Improvement Plan to SLT and Governors as required.

### **Student work ethos and behaviour**

- Promote a positive profile of the Subject Area across the school and seek to ensure that students are motivated and enthusiastic when learning in the Subject Area.
- Take responsibility in dealing with problems of discipline within the Subject Area in accordance with Academy policies.

### **Parental involvement**

- Ensure that all colleagues within the Subject Area contact parents appropriately in line with the Behaviour Policy.
- Respond to parental enquiry within 2 school days.
- Ensure that colleagues attend relevant parents' evenings.

### **Staffing leadership and management**

- To exercise a leadership style which promotes high academic achievement and good staff morale.
- Play a full part in making sure that the Subject Area operates consistently in accordance with School policies.
- Promote and actively inspire a team ethos.
- Keep SLT informed of key issues in the Subject Area by preparing for line management meetings thoroughly.
- Ensure that all colleagues are effectively line managed via regular timetabled line management meetings.
- Act as team leader for Performance Management.
- Ensure that ECTs and any student teachers are effectively mentored.
- Liaise closely with the timetable co-ordinator to maximise effective deployment of staff and effective setting of students.
- Actively encourage and support staff to access CPDL opportunities.





	<ul style="list-style-type: none"><li>• Encourage and promote the interests of Subject Area staff, including giving professional help, advice, and support to colleagues and by delegating Curriculum Area responsibilities as appropriate to skills and potential.</li><li>• Advise SLT on recruitment and participate in the selection of staff.</li><li>• Oversee the work of Student Co-educators and LMs within the Subject Area and liaise with the SENCo to ensure that students are supported appropriately in the classroom.</li><li>• Co-ordinate and/or contribute to staff support plans where necessary.</li></ul> <p><b>Organisation and administration</b></p> <ul style="list-style-type: none"><li>• Organise and chair meetings and briefings in line with the School meeting structure.</li><li>• Provide written information for the School prospectus, option booklet, website, and any other publications.</li><li>• Liaise with outside agencies, feeder primary schools, post 16 providers, local industry, and the wider community.</li><li>• Liaise closely with the internal exams officer and ensure that all exam papers are prepared and duplicated in good time.</li><li>• Liaise closely with the external exams officer to ensure that all deadlines are met with regards to exam entries and the completion of mark sheets.</li><li>• To organise appropriate revision sessions to support student success in external exams.</li><li>• Ensure that appropriate cover work is organised for classes being covered by supply teachers or cover supervisors.</li></ul> <p><b>Learning beyond the classroom</b></p> <ul style="list-style-type: none"><li>• Promote activities beyond the taught day which gives students the opportunity to continue their personal and academic development</li><li>• Organise trips and visits which will extend learning and promote interest in the subjects of the faculty.</li><li>• Ensure that there are opportunities and activities available during the academic year which will engage and stretch the most able and talented.</li></ul> <p><b>Resources, Health, and Safety</b></p> <ul style="list-style-type: none"><li>• Ensure that curriculum areas are safe, well maintained, and attractive both in classrooms and common areas.</li><li>• Co-ordinate the effective and fair distribution of teaching resources and equipment.</li><li>• Maintain an inventory of all subject equipment and resources.</li><li>• Be accountable for the deployment of Subject Area funding.</li><li>• Create a striking and individual identity for the Subject Area.</li></ul>
--	--



	<ul style="list-style-type: none"><li>• Ensure that all Subject Area members implement best practice as laid out in the Safeguarding policy to ensure the safety and welfare of the whole school community.</li></ul>
<b>Duties</b>	
<b>General</b>	<ul style="list-style-type: none"><li>• Take personal responsibility for identification of learning, development, and training opportunities in discussion with your line manager.</li><li>• Comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li><li>• Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment.</li><li>• Ensure that all duties and services provided are in accordance with the Trust's Equality &amp; Diversity Policy.</li><li>• Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.</li></ul>





## Person Specification

	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (E)</li> <li>• A degree in a relevant subject (E)</li> <li>• Evidence of Continuing Professional Development (E)</li> <li>• Further post-graduate qualifications (D)</li> </ul>
	Skills and Knowledge	<ul style="list-style-type: none"> <li>• Successful experience of subject leadership.</li> <li>• Expert knowledge of the National Curriculum, particularly the Drama curriculum at KS3 and specifications at GCSE level.</li> <li>• Strategies for raising student achievement and attainment through effective teaching and learning.</li> <li>• Current methodology in the teaching of Drama</li> <li>• Excellent outcomes at GCSE in one of the Drama areas</li> <li>• The ability to deliver consistently good or better lessons</li> <li>• The use of assessment data to identify underachievement and plan teaching and learning</li> <li>• Set high expectations for students</li> <li>• Take part in/lead extra-curricular activities</li> <li>• Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve</li> <li>• Awareness of local and national organisations that can provide support with delivering the subject</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> <li>• Ability to communicate a vision and inspire others</li> </ul>



	Knowledge of relevant policies and procedures	<ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum</li> <li>• Knowledge of effective teaching and learning strategies</li> <li>• A good understanding of how children learn</li> <li>• Ability to adapt teaching to meet pupils' needs</li> <li>• Ability to build effective working relationships with pupils</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Knowledge of effective behaviour management strategies</li> </ul>
	Literacy	• Good reading and writing skills
	Numeracy	• Good numeracy skills
	Technology	• Good ICT skills, particularly using ICT to support learning
<b>Communication</b>	Written	<ul style="list-style-type: none"> <li>• Ability to compose a professional email</li> <li>• Understanding the importance of quality written feedback to students</li> </ul>
	Verbal	• Ability to exchange verbal information clearly with children and adults
	Languages	• Overcome communication barriers with children and adults
	Negotiating	• Consult with colleagues
<b>Working with children</b>	Behaviour Management	• Understand and implement the school's behaviour management policy
	SEN	• Understand and support the differences in children and adults and respond appropriately
	Curriculum	• Understanding of the learning experience provided by the school
	Child Development	• Basic understanding of the way in which children develop
	Health & well being	• Understand the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	• Understand the role of others working in the school
	Relationships	• Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Teamwork	• Ability to work effectively with others in the school
	Information	• Ability to provide timely and accurate information, as required
<b>Responsibilities</b>	Organisational skills	• Good organisational skills
	Line Management	• Ability to supervise and monitor the work of others
	Time Management	• Ability to manage own time effectively
	Creativity	• Willingness to contribute ideas and suggestions to the working environment





General	Equalities	<ul style="list-style-type: none"><li>• Committed to equality and diversity</li></ul>
	Personal Qualities	<ul style="list-style-type: none"><li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li><li>• High expectations for children's attainment and progress</li><li>• Ability to work under pressure and prioritise effectively</li></ul>
	Health & Safety	<ul style="list-style-type: none"><li>• Committed to our Health and Safety policies and procedures</li></ul>
	Child Protection	<ul style="list-style-type: none"><li>• Committed to safeguarding and promoting the welfare of children and young people</li></ul>
	Confidentiality/Data Protection	<ul style="list-style-type: none"><li>• Commitment to always maintaining confidentiality</li><li>• Compliance to Data Protection Act 2018 and GDPR principles/ requirements</li></ul>
	CPD	<ul style="list-style-type: none"><li>• Commitment to own continuous personal and professional development</li></ul>

## Job Specifics:

Scale/Point: Main Pay Range/Upper Pay Scale  
TLR2C (£3,566 per annum)

Talk to us about job share.

## How to apply

If you wish to discover more about this exciting opportunity, need any further information or you would like to have an informal discussion, please contact Catherine Downes: [cdownes@ramseyacademy.com](mailto:cdownes@ramseyacademy.com)

To apply for the role, please complete the application form and recruitment monitoring form demonstrating how your skills and experience match the criteria in the Job Description and Person Specification and return directly to The Ramsey Academy.

Application guidance notes are also available to assist you with completing your application.

Informal enquiries regarding the role can be made to the school office via email to [office@ramseyacademy.com](mailto:office@ramseyacademy.com)

**Closing Date:** Monday 15th April 2024

**Interview Date:** To be confirmed

Further details are available from: **t:** 01787472481 **e:** [office@ramseyacademy.com](mailto:office@ramseyacademy.com) **w:** [ramseyacademy.com](http://ramseyacademy.com)

*This trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful, an enhanced DBS check would be sought. The Bridge Academy trust welcomes applications from those of all backgrounds, faiths, and ethnic groups.*