



Collingwood
College
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Collingwood College Recruitment Information

Head of Performing Arts



Dear Applicant,

Our vision for Collingwood is to be the College of first choice for all our parents and we are currently on a journey to move from Ofsted Good to Outstanding!

Collingwood College is committed to developing responsible, aspirational, independent, happy and well-rounded young people with the self-belief to reach their goals.

Our students are the focus of everything we do. We have found that by listening to students' views and offering them the opportunity to work with each other, staff and governors, they are an integral part of our relentless drive for improvement.

Collingwood College offers all students an inclusive, flexible and stimulating educational experience. With a strong emphasis on personal development and a very wide range of leadership opportunities and extra-curricular activities, we are able to offer challenges that motivate and appeal to all individuals.

Our academic performance is consistently high and in recent years students have achieved excellent results at pre and post 16 level. In 2023, in the Sixth Form, 74% of A level qualifications were at A*-C and our ALPS three year rolling average (progress) score for A level and BTEC qualifications was a 4 ('very good', top 40% nationally).

At GCSE, almost 80% of entries were graded at 9-4. 71% of our students also achieved 9-4 grades in both English and Maths. Our ALPS progress measure was 4 ('very good', top 40% nationally).

This continued level of success is down to the hard work of our students and their teachers.

We believe that our staff are the foundation upon which the success of the College depends and recognise that our employees are the most important asset of the college.

Collingwood welcomes and encourages applications from Early Careers Teacher (ECTs). We have an outstanding induction programme for ECTs and we were recently awarded 'exceeding expectations' for provision and support provided to ECTs by our Appropriate body, Hampshire County Council.

We empower our employees to utilise their talents and skills to make a positive and significant contribution to the quality of teaching, learning and personal development that the College provides for its students.

We look forward to receiving your application for this post.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Eden Tanner', written over a horizontal line.

Mr Eden Tanner
Principal

Head of Performing Arts (TLR 2.3)

The Role

We are looking for a dedicated and enthusiastic Head of Performing Arts to join us in September. You will be Performing Arts specialist, who has the knowledge, skills and experience to lead and deliver the curriculum across all key stages, including GCSE, A-Level and LAMDA.

You will support the successful implementation and development of the school's academic and pastoral programme as a member of the Performing Arts Department. The role is Full Time, and we also welcome applications from those returning to work after a career break.

The Department

Collingwood College has a flourishing Performing Arts Department]. The Department endeavours to ensure that students find the Performing Arts a stimulating, enjoyable and highly relevant subject. The Department helps them to develop confidence in their ability to meet new challenges and succeed. The Department has high expectations of all students and is focused on helping them achieve their very best, in classwork, homework, school examinations and public examinations. The Department provides pupils with a rich variety of lessons and a broad range of opportunities to extend their learning. The Department continually explores new and interesting ways to teach the subject, in order to engage pupils at every level and ensure all reach their full potential.

The Department results are improving year on year, with 20 % (Drama) 25% (Music) achieving Grades 7-9 and 82% (Drama) and 100% (Music) Grades 9-4 at GCSE last year. LAMDA and Arts Award both consistently achieve 100% pass rates.

The popularity of Performing Arts is growing within the school with numbers taking Level 2 and Level 3 courses increasing year on year. At Key Stage 4 we offer LAMDA, Arts Award, GCSE Music, GCSE Drama and a vocational award in Performing Arts. In the Sixth Form we offer A Level Drama.

The Performing Arts department are a creative and passionate team. They are one of the leading departments within the school in terms of innovation regarding teaching and learning and the use of office 365 to aid pupil learning and progress.

They are an inclusive department and their ability to meet the needs of all students is a real strength of the department. The use of formative assessment and retrieval practice is best practice across the college.

The team is extremely successful both within and outside of the curriculum. They regularly hold events that help to stretch and develop students including music concerts, open mic nights, performing arts showcases, candlelight soiree and the whole college production.

They are a high performing team with close team cohesion. The team are also well established within local community often working with other local schools in a variety of ways including moderation.

There are currently 5 members of the Department, teaching from KS3 to A Level, including staff with additional responsibilities within the school.

Application Process

An application form can be obtained on our website www.collingwoodcollege.com . Completed application forms should be returned to the HR Department hr@collingwood.surrey.sch.uk

Closing Date: 11th April 2024

Interview Date: week commencing 15th April 2024

Suitable candidates may be interviewed before the closing date and Collingwood College reserves the right to withdraw the position if an early appointment is made.

Collingwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Interviews

Interviews will be held in person at Collingwood College.

Probationary Periods

All posts are subject to a probationary period. For teachers this is 2 full terms, for support staff this is 6 months. Collingwood College's Probationary Policy is available upon request.

Remuneration and Benefits

Collingwood College has its own generous pay scale and the financial package offered will be commensurate with the responsibilities of the post and the experience of the person appointed.

All new staff appointments are subject to verification of fitness to work, receipt of two satisfactory references, qualification verification, clearance from the Disclosure and Barring Service at Enhanced level as well as other checks relevant to the role.

Access to other benefits including:

- Outstanding facilities, including free on-site parking
- All Collingwood College teachers up to the age of 75 are eligible to belong to the Teacher's Pension Scheme, and will automatically become members unless they opt out. Further information can be found at www.teacherspensions.co.uk Member of the Teachers' Pension Scheme
- BUPA Health Care Cash Plan
- Flexible leave of absence policy
- Flexi Working and Inset Days, as set out in the college calendar
- Excellent CPD and Training programme for all staff

Training and Development

At Collingwood we are committed to providing a well-structured staff development programme to enhance personal and team development. All new staff received the following training:

- Collingwood College Company Induction
- Safeguarding and Prevent Training
- Mandatory and Compliance Training including Fire Awareness and Health and Safety at Work

- Training linked directly to the job role, which may be delivered by other colleagues or external trainers

In addition, staff can have:

- An opportunity to access other training as detailed in the termly training calendar
- An opportunity to access training outside the college linked directly to your role or career aspirations
- Other on-line training relevant to the role.

For New Qualified Teachers we have developed a specific training programme to support you through your induction year.

Head of Performing Arts

Job Title:	Head of Performing Arts
Whole College Area of Accountability:	Teaching and learning responsibility for Performing Arts
Grade:	Collingwood College Pay Scale plus a TLR 2.3
Responsible to:	Principal, Heads of College, Senior Assistant Principals and Assistant Principals
Supervisory responsibility:	Assistant Head of Performing Arts, Teachers of Performing Arts, Curriculum Coordinator for Music

Main purpose of the job:

- To provide professional leadership and management to the school as Head of Performing Arts (Drama and Music)
 - To secure high quality teaching across the department and school by sharing good practice and developing effective use of resources.
 - Improve standards in all associated subjects and in learning and achievement for all students.
 - Responsible for a subject or group of subjects. Securing student achievement through development of an innovative curriculum and high quality learning and teaching.
 - Develop and implement policies and practices for the subject that reflect the College's commitment to high achievement and effective learning and teaching.
 - Have an impact on educational progress beyond your assigned students
 - Line manage and appraise identified staff
 - Support the Leadership team in realising the goals and aims of the school.
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Duties and responsibilities

In addition to carrying out the duties of a class teacher or post threshold teacher as outlined in the current *College Teachers' Pay and Conditions Document*, and adhering to the Teacher Professional Standards the post holder receives 2.3 TLR

Leadership and management

- Support and implement the vision and ethos of the Department and College
- Contribute to, implement and evaluate the success of College Development Plan relevant to your department and the whole College, where appropriate.
- Responsible for the line management of all staff within the team, including other TLR holders, support staff and supply staff where appropriate.
- Ensure that the work of the team is inclusive and curriculum issues are addressed. Ensure policies are translated into practice by the team, developing, revising and amending where necessary.

- Lead on the improvement planning process and self-evaluation process for your Department area including, monitoring of College standards and bringing about improvement
- Provide strategic leadership for the development, monitoring and evaluation of the Department's curriculum.
- Be a proactive and effective member of the College leadership team
- Be an effective role model for your team in terms of teaching, behaviour and classroom management
- Ensure the effective operation of quality control systems.
- Establish clear expectations and constructive working relationships amongst departmental staff through team working, mutual support and the delegation of tasks and responsibilities where appropriate.
- To ensure the H & S policies and practices, including Risk Assessments, throughout the Department are in line with national requirements and are updated where necessary.
- Work collaboratively with other colleagues promoting co-operation and team work to create a culture of engagement and success.
- To maintain effective relationships with external agencies (schools) and represent the College at collaborative events.

Teaching and learning responsibility

- Lead all aspects of Teaching, Learning and curriculum initiatives within your Department, ensuring the needs of all students are met.
- Overall responsibility and accountability for your Department area ensuring curriculum development, continuity, consistency, balance, match and progression
- To oversee the development of Schemes of Work ensuring the needs of all students are met.
- Lead regular meetings relevant to your Department with colleagues
- Monitor and evaluate standards of learning and teaching using a variety of approaches.
- Develop, demonstrate and/or promote teaching and learning activities appropriate to each age and ability range.

Monitoring and assessment

- Together with the senior leadership team (SLT) of the school, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting across your TLR area
- Monitor standards of pupil behaviour and engagement within the Department
- Oversee, evaluate and report on intervention strategies to address identified areas of development.
- Support teachers in planning appropriate strategies to achieve student progress target levels and objectives.
- Ensure that agreed student progress target levels within the school/subject are achieved or exceeded.
- Encourage student motivation and enthusiasm in the school/subject, developing positive responses to challenge and high expectations.
- Oversee/Monitor the objectives and targets for group specific students eg PP and promote the importance of raising their achievement.

Manage resources

- Manage, monitor and accurately account for any budget for your area.
- Evaluate, organise and monitor the use of resources

Staff development

- Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole College approach
- Provide consistent professional support, act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
- Monitor and evaluate the planning of other teachers, providing constructive and developmental feedback on a regular basis.
- Ensure that feedback from lesson observation, work scrutiny and analysis of assessment data is appropriately reflected in teachers' planning.
- Ensure teachers are clear about the teaching of objectives in lessons, understand the sequence of teaching and learning in the school/subject, and communicate this to pupils.
- Observe colleagues teaching (through performance management arrangements and/or subject monitoring) and provide evaluative feedback on the effectiveness of their teaching strategies to bring about further improvement.
- Identify and promote innovative and effective teaching strategies in the subject to meet the needs of all pupils.
- Working with the S L T ensure appropriate action is taken when performance is unsatisfactory.
- Co-ordinate/monitor the deployment of teachers, support staff and other adults to ensure their effective contribution to student learning.
- Ensure you keep up to date with current developments in your TLR area and disseminate information as appropriate

Other

- Assist in the smooth running of the College at all times, including being responsible with the other TLR holders for the College in the absence of the headteacher, deputy and assistant headteachers
- To undertake other duties as may reasonably be required in consultation with your line manager.

Note

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of College organisation and may change either as your contract changes or as the organisation of the College is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually as part of your performance review.

Signature of post holder

Date / /

Signature of headteacher

Date / /

Person Specification for Head of Performing Arts

	Essential	Desirable	Assessment Method
Qualifications and Training	QTS or Recognised equivalent	Good Honours Degree	Application Form Letter of Application
Experience	<p>Extensive knowledge of the demands of the National Curriculum for Music and Drama at KS3, 4 and 5</p> <p>Excellent Classroom Practitioner with experience of teaching across the age and ability range</p> <p>Experience of leading curriculum development</p> <p>Evidence of commitment to extend learning for the students beyond the classroom</p> <p>Experience of implementing systems and processes to monitor and evaluate learning and teaching</p> <p>Active involvement in the promotion of equal opportunities</p> <p>Experience of being a form teacher</p> <p>Experience of working with parents and external agencies</p>		Application Form Interview and Lesson Observation
Skills, Knowledge and Aptitude	<p>A passion for Performing Arts and knowledge and skills to inspire students</p> <p>Proven classroom management ability</p> <p>Able to create a stimulating and safe learning environment.</p>		Letter of Application Interview Lesson Observation

	<p>Establish and maintain a purposeful working atmosphere.</p> <p>Able to plan, prepare and deliver the curriculum as relevant to the age and ability group/subject that you teach, other relevant initiatives and the school's own policies.</p> <p>Assess and record the progress of pupils' learning to inform next steps and monitor progress.</p> <p>Demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote the diverse cultural and equality issues in the classroom.</p> <p>Teach using a wide variety of strategies to maximise achievement for all children including those with special educational needs and high achievers and to meet differing learning styles.</p> <p>Encourage children in developing self-esteem and respect for others.</p> <p>Deploy a wide range of effective behaviour management strategies, successfully.</p> <p>Excellent Communicator who can communicate to a range of audiences (verbal, written, using ICT as appropriate).</p>		
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	<p>Use ICT to advance pupils' learning, and use common ICT tools for their own and pupils' benefit.</p> <p>Knowledge and understanding of Safeguarding</p> <p>The ability to establish good working relationships with a range of people including students, parents, Governors and colleagues.</p>		
Personal Attributes	<p>The ability to inspire, challenge and motivate the team and individuals to achieve high goals.</p> <p>A leader who can lead by example, is able to enthuse others and to boost self-esteem and self-confidence, is able to counsel and advise.</p> <p>Ambition and vision</p> <p>A commitment to sustaining and raising achievement, attainment and aspirations of all students</p> <p>A sense of humour and perspective</p> <p>Ability to work under pressure and to remain positive, enthusiastic and resilient.</p> <p>Reflective and analytical.</p>		<p>Letter of Application</p> <p>Interview</p> <p>Lesson Observation</p> <p>Presentation (if requested)</p>

	<p>Excellent interpersonal and teamwork skills</p> <p>An efficient and tenacious person determined to follow initiative through to excellent conclusions</p> <p>Personal and professional commitment to school improvement and effectiveness</p>		
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