



**Application Pack for the position of  
Second in Charge Drama (Maternity Cover)**

Glenthorne High School

Required from October 2024—April 2025

[www.glenthorne.sutton.sch.uk](http://www.glenthorne.sutton.sch.uk)

## PACK CONTENTS

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Department page	3
Job Description	4 & 5
Person Specification	6
Information for applicants	7 & 8
Guidance to applicants	9 & 10
Dates for your diary	11
Willow Learning Trust Benefits	12

## DEPARTMENT: DRAMA

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Drama is a hugely successful subject at Glenthorne High School and integral to the life of the school. We gained Specialist School Status in the Performing Arts in September 2002 and hold the Arts Mark Gold Award and are currently working on our bid for Arts Mark Platinum. A Saturday school for students is run in our Performing Arts Centre which includes a wide range of opportunities for community arts projects. Drama is championed by the Headteacher and all staff.

We are fortunate to have excellent facilities including three drama studios and a specialist Performing Arts Centre, where we deliver all our lessons and regular stage productions. All our spaces have blackout facilities and are equipped with sound equipment and stage lighting.

Our aim is to empower young people and develop their understanding of theatre and build a passion for the art of performance. We explore a range of issues as well as using a variety of play texts to enable students to learn more about the curriculum, themselves, and the world in which we live. Students are taught in mixed ability groups, during year 7 and 8 students have 2 lessons per fortnight. GCSE lessons start in year 9 where students will have 4 lessons a fortnight, and finally in year's 10 and 11 this increases to 5 per fortnight. Every student in year 7 to 11 has the opportunity to visit the theatre as part of their curriculum each year. Year 7 pupils are also able to sign up for the opportunity to take Drama enrichment classes on a Friday morning to develop their performance skills and take part in different performances through the year. This year the pupils are working on a performance of A Christmas Carol before moving on to working on Roald Dahl performances which will be performed in a local theatre.

In years 9 to 11, students take part in the AQA GCSE Drama course which finds an excellent balance of practical and theoretical Drama. We have extremely high uptake in GCSE Drama, teaching staff are offered the opportunity to teach GCSE. Moving into KS5 we have courses in A Level Drama (Edexcel) and BTEC Acting and Musical Theatre. There is a vast program of extracurricular activity within the department which involves all staff. The highlight of the school year is undoubtedly the Whole School Production which takes place in November of each year. In February 2023 our production of Fame was a roaring success, which saw students from across year group and disciplines from stage production, to orchestra, band and performers come together to realise the vision for the performance. Productions at Glenthorne are treated as professional productions and are always innovative and incredibly exciting. Our 7/8 Drama Company takes part regularly in the Shakespeare School's festival, previously performing Hamlet at the New Wimbledon Theatre and Julius Ceasar at the Shaw Theatre in Marylebone. We take pride in the achievement of boys within Drama who are offered the opportunity to join ActorBoys, the boys recently performed their own version of The Mechanicals at our Shake-Up

Shakespeare event. We also offer a LAMDA club which generates excellent results with a 100% pass rate each year. We organise a range of theatre visits to supplement the curriculum and expand pupils understanding and experience of theatre.



## JOB DESCRIPTION

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**POST TITLE:** Second in Charge Drama  
**SALARY:** Teachers Main Pay Scale (Outer London) + TLR2a  
**REPORTING:** Subject Leader: Drama  
**REQUIRED FROM:** October 2024 till April 2025

### **MAIN DUTIES/RESPONSIBILITIES**

#### **Key Responsibilities**

All teachers are accountable to the Headteacher through their Line Manager. The postholder will be expected to perform the following duties and meet the teaching responsibilities as set out in the School Teachers' Pay & Conditions Document. The postholder is responsible for promoting his/her own CPD to ensure that his/her skills, knowledge and understanding remain up-to-date.

#### **Pupils**

- To be accountable for standards of pupil achievement, attainment and behaviour in the postholder's classes, ensuring that prior attainment data is used effectively for pupils to make good progress.
- To monitor pupils' achievement and attainment through their progress grades to identify underachieving groups or individuals and develop strategies to identify and combat underachievement.
- To set and communicate challenging targets for all pupils in the postholder's classes.
- To set homework according to the school homework timetable ensuring that it is set for the correct amount of time, on the right evenings and is sufficiently challenging for pupils of all abilities.

#### **Planning, Teaching & Assessment**

- To plan and prepare lessons in accordance with the general goals and philosophies of the Drama Subject Area and to keep records of lesson plans.
- To teach pupils according to their educational needs, in line with the Drama Subject Area schemes of work.
- To mark pupils' work on a regular basis according to Drama Subject Area policy.
- To work as part of a team and to actively contribute to the further development of schemes of work within the Drama Subject Area.
- To assess pupils' progress regularly and effectively and provide formative feedback to pupils.
- To contribute to the further development of appropriate assessment strategies and procedures for evaluation.
- To contribute to the development of policies and resources.
- To keep accurate records of pupil progress and complete annual reports and data sheets to reflect this progress.
- To provide information to parents and colleagues as requested.

#### **Resources**

- To be responsible for the care and safe use of resources when they are being used by pupils.
- To be directly responsible for setting useful work when absent from lessons.

- To be responsible for maintaining the fabric of the classroom environment according to school policy.
- To enable pupils to produce display work and ensure that such displays are regularly changed.
- To be accountable for the Health and Safety of pupils at all times when the postholder is responsible for the supervision of pupils.

### **Communication**

- To maintain close contact with Line Manager.
- To attend relevant school meetings as calendarised including PACSG and CSG meetings.
- To be responsible for communicating to parents, according to school policy, the progress made by the pupils in their care.
- To encourage a positive attitude towards Drama within and outside the school.
- To direct the classroom activities of Teaching Assistants deployed to support the postholder's lessons.

### **Pastoral/Whole School**

- To be a form tutor to a class and be responsible for the personal, social and academic development of all pupils.
- To monitor the progress, attendance and punctuality of pupils and keep up to date records of these.
- To maintain close contact with staff and parents and work within a year team.
- To ensure all pupils adhere to the rules and support the ethos of Glenthorne High School.

### **Extra-Curricular**

- Under the direction of the Subject Leader, to lead an agreed significant aspect of the extra-curricular programme and make a major contribution to the delivery of clubs, performances, activities and workshops including assemblies and involvement in the whole school production.

### **Arts Specialism**

- To lead, develop and organise the Arts Award qualification and House Arts Awards.
- To lead and organise Year 7 Arts Challenge Week.
- To lead and organise the Arts Careers Evening.
- To lead and organise the Arts Awards Evening.
- To organise 5 events per year (a combination of theatre trips and workshops) for the Selected KS4 and KS5 students

### **All Staff**

- To work collaboratively within immediate team and the wider school community.
- To be fully committed to the safeguarding and promotion of welfare for all young people.
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality, and data protection. Reporting all concerns to the appropriate person.
- To undertake any other duties as may be required from time to time by the Headteacher.

## PERSON SPECIFICATION

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### Second in Charge Drama

#### ESSENTIAL CRITERIA

1. UK Qualified Teacher status for teaching secondary education as recognised by the DfE.
2. Graduate in Drama, or related subject, with a good degree.
3. Minimum of two years' teaching experience.
4. Proven classroom management skills.
5. Potential to teach good lessons and to engage pupils across the age and ability range including A'level.
6. High expectations of pupils' work, attitude and behaviour.
7. Understanding of Drama links with other areas of the curriculum.
8. A good working knowledge of ICT systems and applications in the classroom.
9. Ability to prioritise and set personal targets.
10. Commitment, willingness and ability to make a major contribution to extra-curricular activities.
11. Ability to assume a form tutor role.
12. Evidence of commitment to own professional development.
13. Understanding of safeguarding responsibilities and the need to work within the school's Child Protection Policy.
14. Commitment to equal opportunities.

#### DESIRABLE CRITERIA

15. Experience of leading and motivating a team.
16. Experience of mentoring.

## INFORMATION FOR APPLICANTS



Glenthorne High School is a successful, over-subscribed, mixed comprehensive school for pupils between the ages of 11 and 19 situated in the London Borough of Sutton. In July 2017 we became part of the Willow Learning Trust with two local primary schools: Aragon and Abbey.

We believe in Achievement for All. We have a reputation for excellence and are well known for high standards of achievement and behaviour. Significant investment in facilities over the last few years has seen the building of a new 6th form facility and most recently a MUGA (Multi Use Games Area).

We were inspected by OFSTED in November 2021 and were judged good with outstanding in Behaviour and Sixth-form provision. Inspectors recognised 'pupils are happy and safe and behave exceptionally well'. Relationships between staff and pupils are excellent. Also recognising Leaders and staff high expectations of pupils and that pupils do well in their subjects and are focused on doing their best.

The school was designated as a National Teaching School in March 2013 and we developed the Sutton Teaching School Alliance to support professional development and further improve best teaching practice across the Borough of Sutton. Glenthorne became a SCITT in 2014, leading secondary and primary schools in Sutton and Merton to deliver high quality ITT. The SCITT was judged 'Outstanding' in 2021. The SCITT comprises of over 20 high-performing local, yet diverse secondary and primary schools, which have made rapid progress over recent years, have high expectations of students and view teacher training as the key to future success.

We also have a specialism in the arts. We are a centre of excellence in the arts and hold the Artsmark Gold Award. We hold the Challenge Award recognising excellence in meeting the needs of our more able pupils. Professional development is encouraged at all levels of the school and is supported by performance management.

We value professional development and there are opportunities to develop subject, pastoral, and management skills.

Our priorities are to continue to improve specific aspects of teaching and learning, develop our curriculum

and raise standards of attainment. Standards achieved by our pupils in public examinations are high; GCSE & A level results stand at:

- 44% of entries obtained A\*/A grades or 9-7 grades
- 89% of pupils gained at least a standard pass in English and Maths
- 76% of pupils gained at least a strong pass in English and Maths
- 93% of pupils achieved at least a standard pass in English Language or Literature.
- 87% of pupils achieved at least a strong pass in English Language or Literature.
- 90% of pupils achieved at least a standard pass in Maths.
- 79% of pupils achieved at least a strong pass in Maths.
- A Level results at 100% with 89% A\*- C grades.

The curriculum at Glenthorne is organised into Subject Areas, each with its own Subject Leader. In Year 7, pupils are set in core subjects and languages with mixed-ability groups for other subjects. A wide range of GCSE and A [Level courses](#) are taught together with BTEC and other vocational courses. Subjects are taught in their own suites of well-equipped classrooms. Extra-curricular activities are a further strength of the school. Subject Areas encourage a wide range of extra-curricular activities - visits to galleries and theatres, clubs in Science and Technology, field trips, museum visits and so on. Recent school productions have included "We Will Rock You", "Mary Poppins" and "Oklahoma". All involved over 100 pupils and proved to be huge successes.



Sport is a key area of achievement and the school runs a Football Academy for Sixth Form students. We run many teams and clubs in a variety of different sports. There is also an excellent [Challenge Week for all KS3 students in July each year designed to promote teamwork, problem solving, creative thinking and resilience.](#)

Pupils at the school are organised in mixed-ability tutor groups with nine (ten in Y7/8 & 9) in each year group. Most form tutors and Heads of Year move up the school with the year group. Together they play an important role in the monitoring of pupil progress as well as in supporting individual pupils. All pupils and staff are all allocated to one of four Houses: Rollason, Seacole, Turing and Morris, providing opportunities for pupils in all year groups to work together in friendly competition.

The SEN Department at the school is fully committed to supporting the needs of pupils who experience learning, behavioural or emotional difficulties. We offer a wide provision of intervention and support encompassing literacy, numeracy, speech and language, social skills, anger management and individual mentoring.



We also offer a wide variety of benefits including Electric car scheme, cycle to work, Benenden Healthcare, on-site parking and generous pension scheme.

Willow Learning Trust is committed to promoting a positive and diverse culture in which all staff and young people are valued and supported to fulfil their potential irrespective of their age, disability, race, religion, belief, sex or sexual orientation. The Trust works hard to provide a working environment and management practices which balance the drive for high standards and expectation with the need to promote employee wellbeing and good health.

Please note the Trust is committed to promoting and safeguarding the welfare of all our children and staff. As such, all posts are subject to an on-line check, enhanced DBS disclosure and pre-employment checks.

For further information about the school, please visit our website at [www.glenthorne.sutton.sch.uk](http://www.glenthorne.sutton.sch.uk)



## GUIDANCE TO APPLICANTS

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Please read these carefully before making your application.

### **THE APPLICATION FORM**

Please complete in **black** pen or type. Additional sheets may be used.

The application form will play a key part in whether you are called for an interview, so it is important that you take your time and complete it as fully and accurately as possible.

When selecting candidates for interview we have to base our decisions on the information you give us. The Person Specification is enclosed with this application form. This is a list of the skills, knowledge, qualifications, experience, aptitudes and abilities that are required to perform the job. When we read your application form we will be looking for evidence of examples which demonstrate how you meet the criteria in the person specification. You must include sufficient evidence and examples to show that you meet the requirements.

### **PERSONAL DETAILS**

For monitoring purposes we would ask that you provide the information requested on the Equal Opportunities Monitoring Form at the back of the application form. This form is removed before shortlisting and will be destroyed after monitoring.

### **CAREER HISTORY**

This is the record of your work history. It may include periods of unpaid or voluntary work as well as paid employment e.g. you may include time spent as a carer for one of your family or a voluntary helper in a school. Please account for any gaps in your employment history.

If the title of the position does not make it clear what work you did e.g. twilight crew, canvasser, please briefly describe the main duties.

You may continue on another sheet if you need extra space.

### **EDUCATION, QUALIFICATIONS, TRAINING**

The Person Specification may ask for specific qualifications or training. You should list the relevant qualifications or courses undertaken. Where you have additional qualifications or training, mention these if they relate to your knowledge or skills. Proof of qualifications will be required at interview.

### **STATEMENT OF SUITABILITY**

This section is your opportunity to show us that you meet the Person Specification. Take each criterion of the Person Specification and tell us the details of your knowledge and experiences. Give specific examples of things you have done which demonstrate your ability.

When reading your application, we cannot assume that because you have experience you also have the ability to carry out a task and vice versa. You may have experience of managing staff, but we need to know how you motivated your staff. We don't expect you to have formal experience, but if you can show that you have the ability to do the component tasks, that will be equally acceptable e.g. to organise a meeting you need to be able to: liaise with others, book accommodation, organise refreshments, and compile agendas.

You may already have prepared a CV and want to send that instead of answering the Statement of Suitability. You may send it, but you must also complete the Statement of Suitability. CVs often list the jobs you have had and their responsibilities, but they often do not properly describe your skills and abilities. It is unlikely that we will be able to find enough evidence in a CV alone.

You may use examples and evidence from outside paid employment. You may use examples from voluntary work or your hobbies or interests.

### **PRE-EMPLOYMENT CHECKS & ONLINE CHECKS**

If you are offered the post, the offer will be made subject to receipt of satisfactory references, online check, pre-employment medical clearance, an enhanced DBS disclosure and, for teaching staff, a check on your teaching qualification status. If your referees do not confirm what you have told us, we may want to discuss this with you.

We will ask you to complete an online Medical Questionnaire which will be sent to our Occupational Health Department. It is their job to make sure that you are fit to do the job we have offered you. In some instances,



you may be asked to go for a medical examination. You will also be asked to supply evidence of any qualifications that are required.

All employees are required to have DBS clearance. Unless you have a clearance issued within three months of being appointed, and have had no break in employment, we will require a new check to be carried out.

#### **RELATIONSHIPS**

We do not have a policy of excluding people who are related to school staff, Trustees or Governors, but if you are related to someone we will make sure that they are not involved in the selection process for this post. If we find out after you have been appointed that you are related to someone who interviewed you, we may dismiss you. 'Related' includes co-habiting with someone.

#### **INTERVIEWS**

Glenthorne has a policy of using a wide range of selection methods to assess whether people meet the criteria. All teaching staff will be asked to take a lesson but you may also be asked to take an ability test, do a presentation or other work related exercise. You will be advised of any method being used for the post when called for interview.

Prior to interview you will be asked to complete a Criminal Records Self Declaration, any issues of concern arising from a reference and/or Self Declaration will be explored during the interview process. At interview you will also be asked questions related to your Personal Statement, safeguarding and promoting the welfare of children.

#### **COMPLAINTS**

The school is keen to ensure equality of opportunity in its recruitment and selection process. If you think that you have been discriminated against during the selection process on the grounds of your race, age, gender, marital status, caring responsibilities, gender re-assignment, sexual orientation, social class, religion, belief or disability you may make a complaint and we will investigate. If you feel you have been unfairly treated you must contact the CEO, in writing, within 3 working days of being rejected after an interview. You should explain the reason for your complaint to the Headteacher, or his/her representative. The CEO, or his/her representative, may want to talk to you before confirming the outcome of the investigation.

## DATES FOR YOUR DIARY

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**CLOSING DATE:** 11:59 pm, Sunday 13th October 2024

**JOINING DATE:** as soon as possible





# The Willow LEARNING TRUST

## KEY BENEFITS



### PROFESSIONAL DEVELOPMENT

- Comprehensive programme of professional development for teaching and non-teaching staff
- A long and successful track record of supporting teachers from ITT, through ECT and into leadership roles
- Bespoke ECT programme
- Collaborative opportunities to work on innovation and in partnerships across the Trust
- Apprenticeships opportunities to support the development of staff new to role

### WELLBEING

- 24/7 Employee assistance programme
- 50% discount on Benenden healthcare
- Opportunities for flexible working
- Hybrid working available for suitable posts
- PPA time that can be worked from home (Primary Schools only)
- Protected 'gained time' for planning (Secondary School)
- Wellbeing activities and initiatives suggested by staff



### FINANCIAL

- National pay and conditions for teachers and support staff
- Golden Hello available for some teaching posts
- Recruitment and retention allowances
- Generous pension schemes
- Salary sacrifice schemes including: Cycle to work and Electric vehicles, legacy childcare vouchers
- Christmas payment for all staff
- Long service awards