

Head of Performing Arts

Information for Applicants



Birchwood
Community High School

Birchwood Community High School
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Warrington, Cheshire, WA3 7PT

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Letter from the headteacher



May 2025

Dear applicant,

I am delighted that you are looking to apply for a job here at Birchwood Community High School. I feel very lucky to be the headteacher at this vibrant school. BCHS is an amazing place to work, with a unique sense of spirit and community – it is warm and welcoming, people-focused and totally dedicated to the community that we serve.

Our staff are passionate about education and believe that all young people should be inspired to be the very best that they can be. Our vision and values articulate the things that we put importance on and also encapsulate the school's spirit: we are a team. The staff know this, our parents/carers know this and, most importantly, our students know this. Our vision at BCHS is to have students who understand the power of aspiration, knowledge and kindness.

We believe in the power of knowledge and the importance of a challenging, word-rich curriculum for all. That said, we are not all about the academic, we actively teach social responsibility and direct students in acts of kindness within the school setting but also in our wider community. We view it as our duty to ensure they leave us with high aspirations, secure knowledge and a kind heart.

We pride ourselves on the core ethos of our school being underpinned by the strongest foundations of discipline, respect, tolerance and compassion – we ensure our students are equipped with a strong moral compass. We offer a very strong extra-curricular programme with every member of staff offering a provision, it is an aspect of our school community that we are very proud of, and rightly so.

We know that our students are excellent people, and they thrive in a culture of achievement and success; we have high expectations, encouraging them to be aspirational in their learning and to enjoy all aspects of school life. Academic standards at BCHS are good for all students irrespective of their starting point. However, we know that we are all capable of even more. We continue to strive to improve levels of student achievement and move towards being recognised as outstanding in all areas.

It is essential that we appoint the right person to this role, and it is important that their values and views align with what we are trying to achieve as well as our philosophy on staff wellbeing and development. I would recommend that you read my personal blog (<https://leadership-life.co.uk>), our school blog (<https://www.birchwoodhigh.org/nexilis/>) and our Professional Growth handbook to really give you a more comprehensive insight into how these views and values translate into our day to day processes and habits.

Our website and this application summary can only give you a flavour of who we are, but I hope that it will inspire you to apply for the Head of Performing Arts vacancy. If you have any questions or need any further information about this fantastic opportunity, please do not hesitate to contact the us on joinus@birchwoodhigh.org

Vacancy details:**Salary Scale**

Teachers Pay Scale plus TLR2b

Start Date:

September 2025

Contract

Permanent

Method of Application

The preferred method of application is electronically via email. All applications must be made using the school's application form. Applications will be shortlisted for interview and the HR Manager will contact those selected regarding the time and venue. Applicants who have not been contacted within two weeks of the closing date can assume that on this occasion their application was unsuccessful.

Closing Date

Applications received after the closing time of 9am on Wednesday 21st May 2025 will not be considered.

Interview Dates

Friday 23rd May 2025

Safeguarding

All staff who teach, train or work regularly with children aged up to 18 and vulnerable adults are required to comply fully with legislation and Birchwood Community High School policies and practices to ensure learners are safeguarded and protected. The school is committed to safeguarding and promoting the welfare of children. (Rehabilitation of Offenders Act 1974).

Please feel welcome to come and have a visit before applying, but be assured that whether you visit or not, it will not affect the short-listing process. If you would like to have a look round, please email our HR Manager, Tina Wiegand (twiegand@birchwoodhigh.org) to arrange.

Thank you for considering our truly amazing school as the next chapter in your career, and hopefully I will be reading your application soon.

Yours sincerely,



Emma Mills
Headteacher



**‘There is a ‘buzz’
of energy in
classes, reflecting
pupil’s positive
attitudes to their**



Our Vision

Team Birchwood believe in the power of aspiration, knowledge and kindness. We know that we achieve our best when we work together.

Our Ethos

High aspirations, high expectations and high achievement rely upon a positive working environment based upon respect. For us, respect means consistent positive regard for everyone in our learning community. A strong moral purpose enables students in our school to grow into independent, responsible young adults who can access a happy and healthy future.

At Birchwood we strive to ensure that every lesson counts, for every child, every day. We expect teachers to deliver engaging lessons that ensure students acquire powerful knowledge and develop both essential and desirable skills. For this to happen, behaviour must enable every teacher to teach and every child to learn. We expect students to come ready each day to challenge themselves to be the very best they can be. We have a wide variety of extra-curricular activities to help children develop all their skills and talents and there are many opportunities to develop their leadership skills throughout their school life.

Our Mission

We are 100% committed to our students. We seek to sustain a community that is rooted in respect and the belief that every student can succeed. We endeavour to equip our young people with the qualities, qualifications and values that will enable them to lead fulfilling lives and become responsible citizens. We want the children in our care to leave us with high aspirations, secure knowledge and a kind heart.

We maintain high standards of ethics and behaviour; one of the ways this is by embracing the British Values: democracy; the rule of law; individual liberty and mutual respect; and tolerance of those with different faiths and beliefs.

Our Aims

We wish for our students to be:

- safe, happy and cared for in a secure and supportive environment.
- supported and challenged to do their best through excellent teaching, a broad and balanced curriculum and a wide variety of experiences.
- recognised, celebrated and rewarded for all their achievements that they develop confidence and independence.
- developed emotionally, intellectually and morally so that they are able to be successful in the rapidly changing, multicultural society in which we live.
- successful, whether through academic qualifications or a more vocational route, so they can move on to the next stage in their life.



School Profile

- We joined One Community Multi Academy Trust on 1 September 2023
- The school is of an average size with 900 currently on roll.
- The most recent OFSTED inspection (December 2024) judged the school to be Good in all areas.
- The percentage of students on the Pupil Premium register is 39.1%, which is above the national average.
- The proportion of students with SEND (EHP) is in-line with the national average.
- Most students are of white British heritage.
- Students arrive at the school with outcomes broadly in line with national averages.

JOB DESCRIPTION

Job title	Head of Performing Arts
Reporting to	Head of DCP Faculty
Job Purpose	<p>The information contained below is to help staff understand and appreciate the nature of their post and the role they are to play in the organisation. However, it should be noted that, whilst every effort has been made to outline all the duties and responsibilities, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.</p> <ol style="list-style-type: none"> 1. You are required to carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document. 2. You are required to carry out such particular duties which form part of the current School Teachers' Pay and Conditions Document as the Headteacher may reasonably direct from time to time. 3. In addition, you are required to undertake the following responsibilities for which you are paid your management allowance:
Key Tasks and Accountabilities	<p>Strategic Leadership</p> <ul style="list-style-type: none"> • Identify areas for improvement within taught classes and contribute to the school self-evaluation and improvement planning. • Use data and other information to inform strategic planning, to identify improvement targets, and to inform the school's leadership. • Analyse current performance of students within your groups and devise strategies for improving standards further. • Establish, with the involvement of your team, plans for developing and resourcing the department to bring about continuous improvement in teaching and learning to promote student achievement. • Monitor the progress being made towards targets established in subject planning. <p>Subject Leadership Responsibilities</p> <ul style="list-style-type: none"> • Ensuring that schemes of work for Performing Arts in years 7 to 9 are consistent and appropriate in terms of both prior (KS2) and future (KS4) content. All schemes of work presented in the department's standard format, including progress arrows and resources. • Lead on the production of homework for Performing Arts for years 7-9 that are in line with school and department policy • Prepare test papers and exam papers for as and when needed and in line with departmental schemes of works and whole school exam weeks. • Attend relevant training to ensure that full and relevant feedback on subject strengths and weaknesses is fed back to the entire department. • Support all staff, but especially non-specialists, in their delivery of the Performing Arts content to all year groups. • Ensure that any practical work to be delivered in the schemes of work is done so with appropriate attention to H&S. <p>Other Leadership Responsibilities</p> <ul style="list-style-type: none"> • To support in the strategic leadership of the department, including the setting and achievement of improvement objectives. • To contribute to the Department Improvement Plan, the Department SEF and the updating of the Department Handbook in line with school policy. • To work with the HOF to raise the quality of teaching and learning, and standards of achievement of learners and students in accordance with agreed objectives and targets. • To support the HOF with the setting of classes where appropriate.

- To support the HOF with organising departmental and HOF detentions.
- To monitor and evaluate progress towards meeting learner achievement targets for KS3.
- To assist the HOF in the organisation of internal and external moderation of assessments at all key stages.
- To work closely with the HOF to monitor and evaluate the quality assurance of classroom practice to help raise standard of teaching and learning.
- To support the HOF with the collation of examination administration.
- To set a positive example at all times to less experienced staff in the pedagogic, the extra-curricular and the social aspects of the school.
- To carry out appraisals and to review the performance management of colleagues, in line with school policy, and help identify CPD opportunities. To provide such development and training where appropriate.
- To support the HOF in co-ordinating and delivering extra-curricular activities.
- To liaise with primaries to ensure continuity of the curriculum from Year 5 to Year 8 and to share pedagogy in Performing Arts from Key Stage 2 to Key Stage 3
- To manage the Performing Arts content of Birchwood 365 at Key Stage 3 to support learner progress.
- To support the HOF managing the departmental budget to ensure best value means greater impact.
- To share an up-to-date knowledge of the subject with the department, for example: national developments, pedagogy, classroom management, research and inspection findings and key messages from examining board.
- To support the HOF with monitoring Health and Safety practices within the department and taking swift action where necessary.

Teaching and Managing Pupil Learning

- Manage resources efficiently so that teaching and learning is effectively supported.
- Support planning/schemes of work in the department.
- Ensure curriculum entitlement and progression is achieved.
- Ensure curriculum coverage, continuity and progression for all students through clearly written and regularly reviewed schemes of work.
- Ensure you are clear about teaching objectives and provide guidance on methodology.
- Develop and sustain students' communication, literacy and numeracy skills through the subject.

Development

- Role model outstanding classroom practise.
- Achieve constructive working relationships with students.
- Sustain motivation; promote enthusiasm, openness to new ideas, commitment and a happy and homogenous team.
- Promote links and co-operation with other departments/faculties. Encourage department involvement in school wide initiatives and in the development of the whole school policy.

Planning and Setting Expectations/Pupil Achievement

- Ensure all ability students are catered for.
- Set expectations and targets for staff and students in relation to student achievement and monitor progress towards these targets.

Assessment and Evaluation

- Where appropriate establish and implement clear practices for assessing,

	<p>recording and reporting on student achievement in line with school policy.</p> <ul style="list-style-type: none"> • Monitor pupil standards and achievement against annual targets and track progress of your classes. • Lead the implementation of intervention strategies to ensure outstanding pupil progress for your groups. <p>Relationship with Parents and the Wider Community</p> <ul style="list-style-type: none"> • Establish excellent and effective communication with parents. • Help develop links with the local community to extend and enhance the work of the department. <p>Manage Own Performance and Development</p> <ul style="list-style-type: none"> • Keep abreast of new curriculum thinking, teaching methods and examination syllabuses. • Be aware of changes to the curriculum and assessment at KS3 and KS4. • Ensure innovation takes place through the curriculum area. • Any other tasks as required by the Headteacher.
<p>The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.</p>	

<p>All employees have the responsibility to:</p> <ul style="list-style-type: none"> • Ensure any documentation produced is to a high standard • Be aware and comply with policies, protocols and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person • Participate in training and other learning activities as required • Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate • To promote the area of responsibility within the academy and beyond • To represent the academy at events as appropriate • To support and promote the academy ethos • To undertake any other duties and responsibilities as required that are covered by the general scope of the post.
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REVIEW ARRANGEMENTS

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Person specification

JOB TITLE	GRADE
Head of Performing Arts	Teachers Pay Scale plus TLR2b

NOTE TO APPLICANTS: Whilst all points on the specification are important, those marked 'E' are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited to interview.

	Necessary requirements	
Qualifications and experience	A degree in a Drama	E
	PGCE/QTS or equivalent	E
	Ability to teach a drama to KS4	E
Skills and Abilities	Ability to use own initiative, make decisions and respond to problems	E
	Teach and plan lessons which are consistently good or outstanding	E
	Use a variety of techniques to engage pupils and ensure good standards of behaviour	E
	To be totally committed to continually improving the education of our pupils	E
	Contribute to the wider life Faculty, supporting extra-curricular activities	E
	Able to monitor progress and attainment of all taught classes	E
	Work well in a team, contributing ideas and assisting with faculty procedures	E
	Professional manner and good sense of humour	E
	A commitment to continuing professional; development to develop subject knowledge and pedagogy	E
Personal qualities	A genuine respect for, and motivation for working with, young people, a commitment to inclusive education and a willingness to respond to the needs of all	E
	To be totally committed to continually improving the education of our students	E
	The capacity for sustained hard work and resilience	E
	A strong commitment to improving outcomes for all students and the drive and determination to make this happen	E
	The ability to lead, motivate and inspire and to build warm and effective professional relationships with staff, students and parents	E
	Commitment to extra-curricular activities within the school	E
	Excellent organisational skills	E
	Reliability, professionalism and integrity	E
Other requirements	Enhanced DBS Disclosure	E



