



BOLTON SCHOOL

DIRECTOR OF THEATRE STUDIES, SPEECH AND DRAMA

GIRLS' DIVISION

Required from September 2019, a committed theatre practitioner and excellent teacher with the energy, commitment, experience and vision to develop Drama and Oracy within the School, both in and outside the classroom. The current range and standard of drama productions, both in the Girls' Division and jointly with the Boys' Division, is superb and has the potential for even further development. The new Director of Theatre Studies, Speech and Drama will be expected to take a leading role in at least two productions every academic year. This is a significant and prestigious role which would suit an ambitious, suitably qualified individual with the ability and desire to make a significant impact on the success of the Girls' Division and the Bolton School Foundation as a whole.

The successful applicant will have a proven track record in terms of directing creative, innovative productions as well as in helping students achieve examination success. The new Director of Theatre Studies, Speech and Drama will be the public face of the department and will have the ability to share his/her passion for Drama with children, parents and colleagues. S/he will be prepared to play a significant role in the wider life of the school, by promoting and developing extracurricular and enrichment activities and taking a lead in whole-school and Foundation events. S/he will be expected to demonstrate a full commitment to school improvement in terms of both curricular and extra-curricular development. S/he will play a major role in developing the girls' speaking skills, including through debating and public speaking competitions. S/he will oversee the delivery of Theatre Studies at A Level and of Drama within the current English curriculum at Key Stage 3. S/he will also contribute to the teaching of English at a level appropriate to his/her skill set.

S/he will possess the flair and academic, educational and organisational experience to succeed in a post of this standing. S/he will have the talent and drive to initiate and develop innovative ideas and to deal effectively with the administrative and technical detail of the job, including all aspects of health and safety. S/he will be committed to the welfare and individual development of all pupils in his/her care.

Bolton School offers a generous salary and benefits package. The School participates in the Teachers' Pension Scheme which is administered by Capita on behalf of TPS and has a strong commitment to professional development for all staff at all stages of their career. There is a well-structured programme of support for new members of staff.

Curricular Speech/ Drama/ Theatre Studies.

Key Stage 3 Drama is currently taught within the English Department in a fortnightly fifty minute lesson held in the Theatre or the Sutcliffe Drama Studio. Girls follow a programme of study which introduces them to both theatre history and performance and rehearsal techniques. Each unit focuses on vocal and practical skill as well as introducing students to design aspects of theatre: the programme supports personal development as well as subject specific learning. Year 8 pupils also take the ESB Speaking Examination as part of their English course.

Theatre Studies is offered at Key Stage 5 and the Eduqas course is currently taught by the Girls' Division to both girls and boys. In most years there is a viable cohort of students wishing to study the subject and we hope that this number will increase with the appointment of a new Director of Drama and the increase of girls in the Sixth Form from September 2020.

Recent examination results are as follows:

BOARD	SUBJECT	A*	A	B	C	D	E	Total Pass	Total Entry	U
WJEC 2017	DRAMA & THEATRE STUDIES A Level			3				3	3	
Eduqas 2018	DRAMA & THEATRE STUDIES AS Level		1	6				7	7	

Extra Curricular Provision

The Girls' Division currently offers a rich extra curricular programme in Drama with a number of performance opportunities throughout the school year. In 2018/19, for example, these include: a Joint production at KS3 of 'Great Expectations' in collaboration with the Octagon Theatre, led by the Girls' Division English Department in the Autumn term; a Joint musical production for students in Years 10 to 13 of 'Into the Woods', led by the Girls' Division Music Department in the Spring term, and a girls' only KS3 production of 'Grease', led by the Girls' Division Music and English Departments in the Summer term. The full time Girls' Division Theatre Technician offers excellent support in lighting, sound and set design.

The Bolton School Foundation

Bolton School is one of the largest independent day Schools in the Country, with over 2,300 students in total, as well as over 500 staff. On the main campus, there are two single sex Junior schools, two single sex Senior schools and a mixed Infants' school and Nursery. The current Headmistress is a member of the GSA and the Headmaster of HMC. The Bolton School Foundation also owns playing fields and a School Scout group headquarters building near to the main campus as well as Patterdale Hall, a 60-bed converted

Victorian mansion in its own estate on the shores of Ullswater in northern Cumbria, which serves as our Outdoor Activities' Centre.

The Girls' Division

Bolton School Girls' Division is a thriving, academically selective school, which caters for 900-1000 girls aged between 7 and 18 years and boys up to the age of 7. It was founded in 1877 as the High School for Girls and it quickly gained a reputation for academic excellence, something it retains to the present day. In 1913 the first Viscount Leverhulme gave a generous endowment to the High School for Girls and the Bolton Grammar School for Boys on condition that the two should be equal partners known as Bolton School (Girls' and Boys' Divisions).

The Girls' Division consists of the Senior and Junior Girls' Schools, each housed in its own building, Beech House Infants' School, and a Nursery. Bolton School pupils are academically ambitious and resilient: their behaviour is very good. There are between 100 and 125 girls in each Year group in Years 7-13 and about 50 girls in each year group in Years 3-6. Entrance to both Schools is selective and the aim of the Senior Girls' School is always to have 75% of pupils in the first quartile and 25% in the second quartile in terms of ability. Over 220 girls present themselves annually in January for the Senior School entrance examination for 120 places, with many of the candidates seeking Bursaries, which are awarded to those girls who perform most successfully in the Entrance Exam and whose parental income falls between certain levels. Each year a number of new girls also join the Sixth Form, including some who are awarded means-tested Academic Bursaries.

In the Senior School, Bolton School Bursaries (or Foundation Grants) help us achieve the founder's aim that any boy or girl from the age of 11 upwards should be able to benefit from the educational experience the School offers, regardless of parental means. One in five pupils is currently in receipt of such support, of whom many are on Full Bursaries.

Extracurricular Activities in School

An important feature of the School is the huge diversity of the extracurricular activities on offer to pupils and the school enjoys a considerable reputation for sport, drama and music. Teachers are paid an enhanced salary, currently 6% above the national scale, in recognition of their contribution towards extracurricular activities in school. Community action and charitable giving are also features of school life and there is an expectation that pupils will take part in voluntary work and service to the community, inside and outside school, particularly as they advance in years.

How to Apply

For further details, including information about the school's last inspection report please visit the School's website (www.boltonschool.org) or contact the Headmistress's PA, Miss Hannah Caulfield, via email (hcaulfield@boltonschool.org.uk) or on **01204 840201**. Applications must be made online at <https://www.boltonschool.org/i-am-looking-for/vacancies-academic-roles/>

Prospective candidates are welcome to speak to the Headmistress or a member of the Senior Leadership Team in advance of their application. They are also welcome to visit the School on a working day or out of hours.

Closing date for applications: **9am on Wednesday 27 February**. If candidates are called for interview, they will be notified by email no later than Thursday 28 February. Interviews will be held on either Tuesday 5th March, Monday 11th March, or Thursday 14th March.

The selection process will include the following:

- Tour of the Senior School and informal meetings with staff in the English Department;
- Teaching all of one lesson (50 minutes) or part of two lessons (Sixth Form and non Sixth Form) - details will be sent with the invitation to interview;
- Rehearsal with one or two groups of students;
- Formal interview with the Head and other members of the interview panel.

Please advise us of any special requirements you may have if you are called for interview. If your special requirements mean that you need to submit this application in a different format please contact us.

Bolton School is committed to safeguarding and promoting the welfare of children and to equality and diversity in all aspects of employment. The successful candidate will be required to undertake an Enhanced Criminal Records Check for Regulated Activity.



JOB DESCRIPTION

DIRECTOR OF THEATRE STUDIES, SPEECH AND DRAMA

GIRLS' DIVISION SENIOR SCHOOL

MAIN PURPOSE OF JOB:

To assume overall responsibility for the professional leadership and management of the Theatre Studies department and provision for curricular and extra curricular Speech and Drama in the Girls' Division Senior School. To support the school's aims and objectives. To contribute to the review and development of the school's policies and procedures in order to ensure and maintain best practice and thereby promote the achievement and well-being of the pupils.

MAIN DUTIES:

General Duties

This description should be read alongside the generic job description for a Teacher, the duties of which are expected to be performed alongside the specific duties shown below, which contain aspects of the role relating to all Heads of Department and, more particularly to the Director of Theatre Studies, Speech and Drama. Within these specific responsibilities, each Head of Department must be recognised as a first class teacher and will be expected to take a fair share of the work at all levels.

Specific Professional Duties

1) Leadership

- To take responsibility for the leadership, management and promotion of curricular and extra curricular Theatre Studies, Speech and Drama in the Senior School of the Girls' Division.
- To provide strategic direction for the growth of Speech and Drama within the Girls' Division as a whole.
- To be responsible for the organisation, teaching, assessment and development of the A Level Theatre Studies curriculum in the Senior School and for curricular drama provision in Key Stage 3 (and Key Stage 4, should the subject be introduced here), ensuring that each pupil is encouraged to develop his/ her potential to the full in a climate of 'positive achievement'.
- To contribute to the broader life of the school by supporting and leading a comprehensive programme of curricular and extra-curricular events, ensuring that all pupils have appropriate opportunities to develop their theatrical/ dramatic interests and their oracy skills outside the classroom and to perform at the appropriate level and that all relevant staff make a fair contribution to this area of school life.
- Actively to promote the Theatre Studies, Speech and Drama Department, thereby ensuring that this area enjoys a high profile within the Senior School and the wider local community so that students with talent and aspirations in this field are attracted to the Foundation because of its reputation for excellence in this area.
- To promote a team ethic among members of the English department involved in the delivery of Theatre Studies, Speech and Drama, encouraging the sharing of resources and ideas.
- To foster a lively and enthusiastic atmosphere within the department for both pupils and staff, initiating, developing and implementing innovative ideas.
- To inspire and contribute to the motivation of other staff within the department.
- To take responsibility for involvement in school development.
- To be the public face of the department in addressing parents, pupils and colleagues.
- To take responsibility for own professional development.

2) Management of Staff

- To lead, train and develop colleagues in the English department in their delivery of Theatre Studies, Speech and Drama and to share expertise, where relevant, with class teachers in the Junior and Infants School.
- To ensure that all staff work safely during curricular and extra curricular activities.
- To assist colleagues in the planning and delivery of their schemes of work, and to provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject, and of different pupils.
- To ensure that the Departmental Handbook is kept up to date with all new departmental and school policies.
- To guide and support colleagues in the management of pupils in the classroom in line with the school's Behaviour Policy.
- To recognise and utilise the strengths of other colleagues by differentiating and delegating tasks appropriately and fairly, including attendance at performances and marketing events.
- To hold regular departmental meetings for teaching and support staff about the delivery of Theatre Studies, Speech and Drama, and to keep records of matters discussed and decisions taken.
- To ensure consistency and, where appropriate, standardisation across the Department, including with regard to the setting, assessment and monitoring of pupil's work.
- To ensure that work is provided for classes of absent colleagues and that cover is arranged in accordance with the School's agreed procedures.
- To liaise with the Head and members of the SLT on present and future departmental staffing matters including recruitment, induction, current responsibilities, professional review and development.
- To support the school's programmes for New Staff induction, NQT induction and ITT.
- To take a lead role in the professional review of colleagues in the department if appropriate.

3) Management of Pupils

- To take a lead in the initiation and fostering of extra-curricular activities which widen pupils' appreciation of Theatre Studies, Speech and Drama and contribute to the general life of the school.
- To ensure that the safety and welfare of pupils is a prime consideration at all times, both during and outside normal school hours and that proper risk assessment of activities is carried out.
- To encourage pupils of all abilities and at every stage of their school career to participate in Theatre Studies and Drama and to develop their Oracy skills.
- To take a lead in preparing pupils to study Theatre Studies and Drama at University.
- To organise pupils into teaching groups as appropriate.
- To oversee the provision and application of schemes of work which ensure continuity and progression in Theatre Studies and Drama for all pupils, including those of high ability and those with learning support needs.
- To ensure that there is proper coordination between colleagues teaching different groups.
- To identify, after consultation with colleagues, able and talented pupils and those with learning support needs, and to arrange appropriate action in liaison with the Learning Support Department.
- To devise and monitor departmental policy for rewarding achievement in line with the school's Rewards Policy.
- To promote Personalised Learning by encouraging the use of teaching and learning strategies which develop the competence and confidence of every pupil.
- To organise the setting and marking of school examinations and to supervise entries for public examinations.
- To oversee the entry of pupils for individual speaking/ drama examinations.
- To provide careers/university advice relevant to the department.

4) Management of Resources

- To estimate, monitor and control the departmental budget for Theatre Studies and Drama and to work with members of SLT to oversee the management of the budget for productions, including for set design and costumes.
- To identify future resourcing needs and aspirations for the Theatre Studies, Speech and Drama department for consideration in the school budget planning process.
- To assess needs and priorities in accommodation, advising the Head and Deputy on the optimum use of existing rooms as well as future requirements.
- To plan and administer the development and storage of equipment, books and other resources.
- To advise on security needs of the department and to keep a record of stock and equipment.
- To supervise the departmental area, fabric, facilities and resources, especially the Theatre and Sutcliffe Drama Studio.
- To assess all areas of departmental responsibility from a Health and Safety viewpoint in liaison with appropriate senior staff.
- To work with colleagues to ensure that departmental areas present stimulating environments which help to influence pupils' attitudes positively towards the subject.

5) Planning and Development

- To plan and co-ordinate the work of the staff involved in the delivery of Theatre Studies, Speech and Drama, and to disseminate information efficiently, ensuring that all rehearsal schedules which impact on the girls' commitment to other areas of school life (including lessons in other subjects) are produced well in advance and in consultation with relevant senior staff in charge of the events calendar.
- To ensure the accurate completion of all paperwork relating to the safety of activities and individuals, as required by the SLT.
- To ensure that appropriate Schemes of Work are in place at all levels and that they are available for inspection at any time.
- To plan, implement and review specifications, teaching schemes, assessment policies and reporting procedures in accordance with school aims, policies and practices.
- To set expectations and targets for staff and pupils in relation to standards of pupil achievement and the quality of teaching in line with the school's procedures.
- To keep abreast of current developments in the delivery of Theatre Studies, Speech and Drama and to adapt curriculum content and methods of teaching and examining as appropriate.
- To consider such developments in the context of the school's philosophy for the curriculum as a whole.

6) Monitoring and Evaluation

- To analyse and interpret relevant national and school data to inform policies, practices and teaching methods.
- To monitor teaching standards in the delivery of Theatre Studies, Speech and Drama, and use this analysis to identify both effective practice and areas for improvement.
- To ensure pupils' work is regularly assessed and that homework is in line with school and departmental policy.
- To use information gained from assessment, recording and reporting procedures to track pupils' progress and generate further improvement in pupil achievement.

7) Communication and Liaison with Colleagues

- To represent the subject(s), the department(s) or the school in appropriate meetings.
- To ensure the Head is informed on all issues concerning the department.
- To take a lead in liaising with the Junior School and Beech House, promoting Speech and Drama with Junior School and Beech House staff.
- To liaise with the Deputy Head and Assistant Head(s) in all matters concerning the curriculum and timetable.

- To liaise with the Assistant Head in respect of daily events and cover.
- To liaise with pastoral staff, including the Heads of School and/ or Year Heads, in respect of pupil records, rewards and sanctions.
- To advise the School Librarians about publications and other material relevant to the department.
- To liaise with appropriate staff about all matters to do with ICT provision in the Department.
- To liaise with the Academic and Exams Administrator on issues relating to external examinations.
- To liaise with relevant line managers in all matters concerning technical assistance or other curriculum support requirements.
- To maintain appropriate links with teaching colleagues in all sections of Bolton School, especially with the members of the English/ Drama Department in the Boys' Division.
- To liaise with support staff in respect of administration, support and maintenance issues according to their respective roles.

8) Communication with Parents and the Wider Community

- To establish a partnership with parents to involve them in their child's learning of the subject.
- To provide information for parents about curriculum, attainment and progress and performance opportunities for their child.
- To ensure that the department is represented on Consultation Evenings and at the Parent Information Evenings when appropriate.
- To assist the pastoral support teams in preparing extra information for parents, when requested, on the attainment, progress and effort of individual pupils.
- To take a lead in liaising with other feeder schools, promoting Speech and Drama among them.
- To form links with other schools, post-18 education providers and local employers where appropriate, developing relationships which will extend the opportunities for pupils at Bolton School, as well as offering a service to local stake holders.
- To develop effective links with the wider community, including business and industry, in order to extend the subject and enhance teaching and learning.

9) Other

- To take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- To carry out any reasonable directions given by the Head.

10) General Notes

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Employment Particulars.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.
- This job description will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The conditions of the Bolton School Salary Scheme provide enhancement to DfE salary provision in recognition of a strong contribution to the extra-curricular life of the school. This will particularly recognise, in the case of this post, the development of and involvement in extra-curricular and enrichment activities in Theatre Studies, Speech and Drama among any other contributions which may be discussed at interview or in the course of employment at the School.



JOB DESCRIPTION

THEATRE STUDES, SPEECH & DRAMA TEACHER

GIRLS' DIVISION SENIOR SCHOOL

MAIN PURPOSE OF JOB:

To teach Theatre Studies to A Level and beyond alongside Drama at Key Stage 3 (and possibly 4) as well as any other subject reasonably required by the Headteacher. To support the school's aims and objectives and to contribute to the review and development of its policies and procedures in order to ensure and maintain best practice and thereby promote the achievement and well-being of the pupils.

MAIN DUTIES:

General Duties

- To promote the general progress and well-being of pupils and to share in the corporate responsibility for maintaining good order and discipline in line with the school's Behaviour Policy.
- To participate in the school's pastoral system when required, in accordance with the job description of a form tutor or year tutor as outlined in the separate job description and in the Divisional Handbook.
- To safeguard the health and safety of pupils when they are authorised to be on school premises and when they are engaged in school activities elsewhere.
- To register the attendance of pupils, and to carry out a share of supervisory duties, whether they are to be performed before, during or after school sessions.
- To provide guidance and advice to pupils on educational matters.
- To cover for absent colleagues within the terms of the agreed procedures.
- To participate in meetings, administrative and organisational tasks related to the post.
- To attend assemblies.
- To carry out any reasonable duties as requested by the Head.

Specific Professional Duties

1) Teaching and Assessment

- To plan lessons for courses, having due regard to the curriculum.
- To teach pupils, according to their educational needs, for example by setting and marking (and otherwise assessing) work
- To assess, record and report on the development, progress and attainment of pupils.
- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To participate in arrangements for preparing pupils for external examinations.

2) Educational Methods

- To share, advise and co-operate with others on the preparation, development and review of teaching programmes and materials, methods of teaching and assessment and pastoral arrangements.
- To make appropriate use of textbooks, ICT and other learning resources.
- To review methods of teaching and learning activities from time to time.
- To keep up-to-date with research and developments in the subject(s) taught.

3) Working with Others

- To participate in relevant meetings – departmental, staff, pastoral, INSET.

- To contribute to the programme for the induction and assessment of newly qualified and trainee teachers.
- To supervise any person providing support within the classroom.

4) Communication with Parents

- To communicate and consult with parents via year group consultation evenings.
- To liaise with the relevant Head of School when further communication is deemed necessary.

5) Staff Development

- To participate in the school's Professional Review arrangements.
- To take responsibility for own professional development and to set objectives for improvements.
- To participate in arrangements for further training and professional development as a teacher.

6) General Notes

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Employment Particulars.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.
- This job description will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The conditions of the Bolton School Salary Scheme provide enhancement to DfE salary provision in recognition of a strong contribution to the extra-curricular life of the school.



PERSON SPECIFICATION

DIRECTOR OF THEATRE STUDIES, SPEECH & DRAMA

GIRLS' DIVISION & BEECH HOUSE

	Essential	Desirable
Professional Qualifications & Training	<ul style="list-style-type: none"> • A first degree in a subject relevant to the teaching post; • Upper Second Class Honours Degree or above from respected University 	<ul style="list-style-type: none"> • A DfE recognised teaching qualification; • Recent participation in a range of in-service training relevant both to the curricular and management aspects of the post
Knowledge and Experience	<ul style="list-style-type: none"> • Excellent subject knowledge, at least up to 'A' Level; • A detailed understanding of all current educational initiatives which apply to the subject; • Recent classroom teaching experience (or appropriate training) with secondary-age students; • Knowledge of effective teaching and learning strategies across the age and ability range; • Involvement in the development of schemes of work which prepare pupils for GCSE, AS, A level examinations; • Experience of planning and implementing aspects of the curriculum and of assessment procedures; • Experience of school improvement strategies, including the use of comparative data to set targets; • Proven record of securing good public examination results, up to and including 'A' Level; • Experience of the planning, management and direction of theatrical productions; • Knowledge of Health and Safety appropriate to role; • Understanding of local and national policies, priorities and statutory frameworks, including 	<ul style="list-style-type: none"> • Knowledge and/or experience of speech and drama teaching in a Junior and/or Infants context; • Personal experience of managing a team in a school or other professional context; • An understanding of pupils' educational development from 3-18 years; • Experience of managing a budget in a professional context; • Experience of preparing pupils for Speech and Drama examinations and competitions; • Evidence of continued career development;

	those relating to the safeguarding of children and to equal opportunities;	
Skills and Attributes	<ul style="list-style-type: none"> • A caring approach, especially in relation to children; • An infectious passion for Theatre Studies, Speech & Drama; • Ability to oversee children’s theatrical productions; • Excellent presentation skills, including the ability to ‘front’ an event; • Excellent communication skills; • Strong interpersonal skills; • Good administrative and organisational skills; • Strong time management skills; • Excellent problem-solving skills; • Excellent ICT skills, including the application of ICT within the management role and in the context of teaching and learning; • Commitment, enthusiasm & resilience; • Highest standard of personal integrity; • Strength of character with the ability to manage change; • Flexibility and a willingness to learn; • Ability to work as a member of a team; • Willingness to be fully involved in the wider life of the school 	<ul style="list-style-type: none"> • Excellent keyboard skills; • Awareness of the use of ICT in the teaching of Theatre Studies, Speech & Drama.



TERMS & CONDITIONS

DIRECTOR OF THEATRE STUDIES, SPEECH & DRAMA

GIRLS' DIVISION SENIOR SCHOOL

SALARY

The starting salary will be dependent on experience. Bolton School has its own salary scale which is related to, but more advantageous than the national scale for Maintained Schools.

HOURS OF WORK

During term time staff will be expected to attend personally to such duties connected with the work of the school during any hours, including out of school hours, as the Head may reasonably direct. In addition, staff may be required by the Head to work for varying short periods after the end, and before the beginning of any term, as well as on the GCSE and A Level results days. All Heads of Department and teachers will be expected to make a contribution to the extensive extra-curricular programme.

HOLIDAY

All school holidays as indicated for teaching staff (rather than pupils) except as described above.

LINE MANAGEMENT

Headmistress with specific responsibilities devolved to other members of SLT and senior staff.

PENSION

All teachers who join Bolton School will automatically become members of the Teachers' Pension Scheme unless they decide to opt out of the Scheme. The employee contribution will be as determined by the Teachers' Pension Scheme based on earnings; the employer will contribute 16.48%, or 23.6% from September 2019.

OTHER BENEFITS

- Teaching staff who remain members of the Teachers' Pensions Scheme will be able to access the benefits provided by the scheme, including a guaranteed defined benefit pension on retirement, and death in service benefits.
- Where appropriate fee remission arrangements will be offered for children to attend the Senior School.
- In line with school policy teachers will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.
- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Lunches will be provided free of charge on campus.
- Training and Development Opportunities will be offered.
- Payment whilst absent will be in accordance with the current Teachers' Sick Pay Regulations, as defined in the School Teachers' Pay and Conditions Document.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in his/her application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will also be checked.

After the appointment is made the successful candidate will be required to complete a medical declaration and a check will be made to see if a prohibition from teaching order exists along with a check of the Children's Barred List and an Enhanced Criminal Records Check through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a twelve month probationary period.