

# Oaklands Catholic School and Sixth Form College

## APPLICATION PACK FOR HEAD OF PERFORMING ARTS (Music Specialist)



**Edith  
Stein**  
Catholic  
Academy  
Trust

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# THE ROLE



## Head Of Performing Arts (Music Specialist)

**Permanent Full Time Appointment  
September 2024  
(MPS/UPS + TLR)**

**(Additional retention allowance  
for exceptional candidate and  
relocation package available)**

This opportunity is one that I hope will capture your enthusiasm and I would like to thank you for your interest in this post. On our website you will find our vision and strategy for the school. The Performing Arts Department is central to the Oaklands community and at the heart of what makes us unique.

We are excited about bringing new colleagues into an already fantastic Performing Arts team. When making this appointment we would like to be as flexible as possible.

In this pack I have tried to ensure that you know something about Oaklands and our Performing Arts Department whilst at the same time making clear that the Governors,

on behalf of the Edith Stein Trust, are looking for an experienced Music Teacher who can also lead the performing Arts Department and demonstrate **exceptional classroom practice**. Towards the end of this the information you will find a link to the Application Form issued by the Governors regarding the post.

If you are a Catholic you will understand the distinctiveness of Catholic schools such as Oaklands and this will be attractive to you. **You do not have to be a Catholic to work at Oaklands**; the Governors welcome applications from candidates of differing faith backgrounds or none who can be supportive of the school ethos.

Performing Arts has a strong presence in the curriculum and our extra curricular offer is an outstanding feature of our community.

The team consists of two Music teachers, two Drama teachers and one unqualified training colleague working in the Drama department. The successful candidate would also be responsible for line management and organisation of several valued peripatetic music staff and facilitating grading exams. The Department has two specialist music teaching rooms, four practice rooms, a Drama studio and access to our remarkable school auditorium.

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## THE ROLE (cont)



Students are taught Music and Drama in their KS3 curriculum and both Music and Drama are offered at GCSE and A Level.

Staff are committed to being at the leading edge of teaching and learning providing a first class experience for Oaklands students. For staff, a friendly and supportive environment helps ensure that classroom activities are of the highest quality. Teaching is informed by a strong culture founded on the knowledge of the student.

Oaklands offers a wide range of extra curricular and curriculum support activities. Performing Arts is at the leading edge of this offer. Performing Arts staff offer multiple extra curricular activities, ranging from music theory club to staff and student chamber choir.

Every year the Performing Arts Team work together to produce a large musical theatre show with a cast and crew of students and a live band. In 2023-24 this show was Les Misérables.

The successful candidate will be expected to form a core part of the directorial team for this show as well as contributing to music for the liturgical life of the school in liaison with our chaplaincy team.

**In addition to leading the Performing Arts Department, the successful candidate must have relevant and up-to-date knowledge in relation to working with and protecting children and young people.**

**All staff at Oaklands are expected to display a commitment to the protection and safeguarding of children and young people and complete an enhanced DBS check.**

I hope this information is useful. However, if there is any further way in which I can be of assistance, please do not hesitate to contact me at the school.

**Please note that the school reserves the right to appoint at any point during the recruitment process an early application is advised.**

We look forward to receiving your application for this important appointment.

Matthew Quinn  
**Headteacher**

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# OUR SCHOOL



Oaklands is a Catholic Academy and part of Edith Stein Multi Academy Trust. The school takes in boys and girls from 11-18, which has been established by the Diocese of Portsmouth for the education of Catholic children who live within the designated parish catchment area allocated to the school. In addition, Oaklands also takes in a number of children from other Christian denominations whose parents have specifically requested a Catholic education at the School, provided that they satisfy the criteria laid down in the Governors' Admissions Policy.

Oaklands has over 1,300 students on roll, including a Sixth Form College of 220 students. It is a well established comprehensive school, which is well supported by parents and highly respected in the community. Oaklands offers a full range of GCSE, and A2 Level courses. Students at all levels are provided with challenge and support as appropriate. The school's success is rooted in a strong academic tradition.

The school is part of a soft federation; working closely with other local schools, which provides an opportunity to share expertise and resources. We are also a strategic partner in a Catholic Teaching Alliance.

The school will provide you with significant opportunities to help you develop your career.

We are on an exciting and imaginative journey; creativity is the heart of the school's approach, resulting in innovative approaches to:

- teaching and learning – encouraging questioning, reflection and challenge
- literacy and numeracy – using all subjects to develop these core skills
- curriculum design – establishing a common approach to assessment
- use of data – supporting individual progress and personalising learning
- growing school of leaders – developing leadership at all levels
- School Improvement – empowering staff to take responsibility for areas of change

The school stands within attractive and extensive grounds including woodlands and playing fields. Well-equipped specialist facilities are provided for all areas of the curriculum.

The Chapel is a focal point the school's spiritual life. Oaklands is also fortunate enough to have a full-time Chaplain.

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## PASTORAL CARE



**The aims of the school emphasise the importance of each student as an individual and the need to focus on and promote the spiritual, moral, intellectual, physical, social, personal and cultural development of each person entrusted to our care.** To this end, the community endeavour to create a Christ-centred learning community whose primary aim is to ignite a passion for faith and learning.

At Oaklands we recognise that students have special and different gifts, we aim to develop them in a climate where they can be shared and personal achievement can be maximised, where difference is not just tolerated but celebrated. Students need to work within an environment where they can develop their unique God given gifts and feel lovable, loved, capable and valued members of the community. This occurs within a warm and caring safe and open environment in which all children can grow in confidence and trust, and achieve their true all round potential.

The school also recognises its responsibility to foster a Christian atmosphere, to equip the young students in its care to face the adult world with confidence and to play a responsible part in a society which is rapidly changing and holds a variety of different standards.

This confidence is shaped through a deep understanding of the relationship between faith and culture. Students are encouraged to further their faith journey. To this end Religious Education, Form and Year Assemblies, Year Masses and Liturgical services, full School Masses, Residential Experiences and Community Service are all important aspects in the life of the school.

At Oaklands extra-curricular activities are an essential part of a young person's development and all students are encouraged to profit from the wide range of activities on offer. Whatever their talents and abilities, there are opportunities to succeed.

The successful pastoral system at Oaklands is built on the strong partnership between the school, home and parish enabling each student to flourish. We believe that parents have a key role to play in the education of their child. The Year Head and Form Tutors, through the pastoral curriculum at Oaklands, emphasise with students the importance of self-discipline and responsibility and also the importance of care, concern and respect for each other.

# PERSON SPECIFICATION

## COMMITMENT TO THE ETHOS OF THE SCHOOL

1.1	Leading and develop a curriculum that supports the values and virtues of the school	E	A/I
1.2	A commitment to strategic thinking and planning that carries forward the mission of the school	E	A/I
1.3	Unwavering commitment to the extra curricular life of the school	E	A/I

## EXPERIENCE AND KNOWLEDGE OF TEACHING

2.1	Outstanding classroom practitioner	E	A/I
2.2	Experience of providing professional challenge and support to others through the performance management process	D	I
2.3	To be able to effectively use data, assessment and target setting to raise standards for all groups	E	A/I

## PROFESSIONAL ATTRIBUTES

3.1	Be able to demonstrate an understanding, awareness and empathy for the needs of pupils at the school and how these could be met	E	I
3.2	To have excellent written and oral communication skills	E	A/I
3.3	Strong interpersonal skills and the ability to engage the community in the school's mission and vision	E	I
3.4	Demonstrate emotional resilience in working in challenging situations	E	I
3.5	Reflective practitioner	E	
3.6	Model personal faith values to all members of the school community	E	I
3.7	Good attendance record	E	I
3.8	Honesty and integrity	E	I
3.9	A sense of humour	E	I

## PROFESSIONAL DEVELOPMENT

4.1	Evidence of appropriate professional development for the role	E	A
4.2	Up-to-date child protection training	E	A

## QUALIFICATIONS

5.1	Qualified Teacher Status, with the ability to teach music	E	A
5.2	Degrees	E	A
5.3	NPQML or similar	D	A
5.4	Confident pianist	E	A/I

## LEADERSHIP AND MANAGEMENT EXPERIENCE

6.1	Recent significant departmental successful leadership as HOD or second in department	E	A/I
6.2	Evidence of successfully leading school improvement with integrity	E	A/I
6.3	Experience of the application of strategies to review, evaluate and monitor aspects of departmental activity	E	A/I
6.4	Ability to plan strategically and to lead, motivate, develop and inspire staff, students and parents to manage change	E	A/I
6.5	Ability to collaborate and communicate with a wide range of audiences, including parents, students, colleagues in school and in other settings	E	A/I

### Source Key:

A	Application Form
I	Interview
E	Essential
D	Desirable

Candidates failing to meet any of the essential criteria will automatically be excluded



# WORKING FOR US



## Ten Reasons why we think you might want this role at Oaklands

- You have proven yourself to be an outstanding teacher.
- You believe in the importance of the extra curricular offer and in your current role take a significant lead in this area of school life.
- Your own beliefs resonate with the mission of the school.
- You believe in working with a comprehensive mix of children to give them the best possible chance of success in life and are excited by the chance to work with an experienced team.
- You are attracted to working in a school that can provide opportunities up to KS5.
- You value young people and see them as unique, precious and unrepeatable.
- You can see the value of a close professional dialogue with colleagues can challenge and support you.
- You are motivated by the thought of leading a team that that values Performing Arts.

- You know that you are good at building lasting professional relationships with students and understand that this is part of the foundation for successful learning.
- You want to use this position as a stepping stone to career advancement.

## Four reasons why you might not want to come and work for us *(Please look at the last page)*

- The match of your skills and experiences to our needs is not a good fit.
- You are anxious about coming into a Catholic school (don't be).
- You have not taught in a school from KS3 – KS5.
- You feel you might not be ready to lead a high profile department.

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# STAFF PROFILES

## Assistant Headteacher Dr Mark Dixon

I started teaching at Oaklands in 2009 and have held several positions at the school since. Most of my training and development has come from experience in the classroom as well as through working with highly skilled and experienced colleagues. I have been Head of Chemistry, Lead Practitioner and Head of Science. These positions have involved increasing levels of responsibility and more influence over teaching and learning in the school. I really enjoy the opportunity of collaborating with my teaching colleagues to help improve the experience of our students in the school, and I was excited to be promoted to the position of Assistant Head which has given me even more influence in this area.



I really enjoy working in a Catholic School. I am a practicing Catholic and proud parent and I therefore recognise the importance and impact of faith on the lives of young people.

All schools are different and have their own character: the Catholic traditions are a big part of what makes our school so special.

For me, the best thing about working at Oaklands is the community. We are lucky to work with fantastic students alongside a caring and supportive staff. Oaklands is a terrific school, has a wonderful community and is hugely enjoyable place to work.

I would recommend it to anyone!

## Head of History Department Caroline Wilkinson

I have been Head of History at Oaklands since September 2018. I have previously worked as a Project Co-ordinator in the Business Services department of First Direct and prior to that I travelled in Asia and Australia, working mostly on farms, which I really enjoyed!

I have been a Teacher for many years now, working in three different schools. I had some excellent coaching from my previous Head of Department on the

different aspects of the role. I was also given the opportunity to join the Senior Leadership Team on a temporary basis. This certainly gave me a more detailed understanding of the complexity of running a school. All of this experience enabled me to have the confidence to step up to Head of Department at Oaklands. Being Head of Department is a great job and I would like to develop my role as an examiner in the future.

My biggest achievement so far has been building an effective team of teachers that work collaboratively together.

I really enjoy working in a Catholic school. The values and routines really fit well with what I feel is important in education. Working in a Catholic school gives a more holistic approach and we are very inclusive. The best thing about Oaklands is the people, both the staff and the students are fantastic. If you ever need any assistance there is always someone willing to help if you just ask!

If you are thinking of applying to work at Oaklands I would say 'Go for it!' Oaklands is a fantastic school with a strong academic tradition and a secure, inclusive pastoral ethos!



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# APPLICATION PROCESS

A completed CES application form can be downloaded from the school website:

[Vacancies - Oaklands Catholic School and Sixth Form College](#)

Completed applications should be sent by email to: **[s.mann@oaklandscatholicschool.org](mailto:s.mann@oaklandscatholicschool.org)** or by post (marked 'Application' in the top left hand corner) to:

Mrs Sarah Mann  
PA to the Headteacher  
Oaklands Catholic School  
Stakes Hill Road  
Waterlooville  
Hampshire  
PO7 7BW

Please note that incomplete applications will not be accepted.

## **Closing date:**

Friday 10th May 2024 at 12.00noon

## **Interviews:**

Week beginning Monday 13th May 2024.

Please note on Page 11 of the application from you are required to complete a supporting statement, this should cover how your experience to date has prepared you for the position at Oaklands Catholic School

**The candidate application form asks for three references. Normally one of these referees should be your current or most recent employer. Please see the details in the application form. We reserve the right to take up references with your previous employer.**

In addition to asking your referee questions related to your suitability for the position we will make enquires into the following:

- Disciplinary procedures in relation to allegations of inappropriate conduct with children, including any in which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example)
- Whether the applicant has been the subject of any safeguarding concerns
- The outcome of any enquiry or disciplinary procedure
- If the candidate is not currently working with children but has done so in the past, his or her previous employer with children will be asked about those issues.

In accordance with safeguarding guidance the school will not consider 'Open References' from a candidate.

As part of the interview process all candidates will be required to:

- Teach a lesson
- Talk to students
- Participate in a panel interview
- Undertake a presentation

Preparation work in advance of the lesson will be required, and details will be provided prior to interview.

Early applications are welcome - the interview process may be staged and some interviews held in advance of the closing date if there is a large number of applicants for the role.

In accordance with Keeping Children Safe in Education 2022, section 221, in our shortlisting process, we carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview.

Please visit our school website for more information about Oaklands and other recruitment documentation:

[www.oaklandscatholicschool.org](http://www.oaklandscatholicschool.org)

- Supplementary Forms (to be given in at interview stage)
- Recruitment and Monitoring Form
- Rehabilitation of Offenders Act 1974 Disclosure Form
- Teacher staff expectations for basic established and upper pay bands
- Exam Results
- Annual report and financial statements
- Governor Strategy
- Oaklands Catholic School Main Prospectus
- Information on Appointment of Teachers in Catholic Schools
- CES Teacher Contract
- Equality Act 2010 information

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## AND FINALLY



### **What about those FOUR reasons why this role might not be for you!**

#### **The match of your skills and experiences to our needs is not a good fit**

Come and visit us, read the pack, phone Matthew Quinn, Headteacher, and find out if the match is better than you think. The school is interested in appointing colleagues who have the capacity to grow and develop into the role.

#### **You are anxious about coming into a Catholic school (don't be)**

Again come and visit us, experience our community and talk to staff about their experience. The majority of staff at Oaklands are not Catholic.

#### **You have not taught in a school from KS3 –KS5**

If you are not ready for this then we still want to hear from you. Most of our best staff had no Sixth Form experience before coming to Oaklands but gained this over time with training and development.

#### **You feel you might not be ready to lead a high performing department**

If you are still reading, then you probably are.



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