

# ST. MARK'S CATHOLIC SCHOOL



## SUBJECT LEADER FOR DRAMA RECRUITMENT PACK



# HEADTEACHER'S WELCOME

Thank you for your interest in the current vacancies at St. Mark's Catholic School.

St. Mark's is recognised as being one of the top non-selective secondary schools in the country and in our recent Ofsted Inspection (September 2022) we achieved 'outstanding' in every category.

St. Mark's enjoys an outstanding reputation for academic achievement based on a consistent record of excellent examination results. We are proud of the exceptional progress that our pupils make, and we are committed to the pursuit of excellence in teaching and learning throughout the curriculum. Our staff are central to the success of the school. They are experienced, highly skilled, and professional.

St. Mark's is a truly inclusive community, and we celebrate our pupils' achievements, together with providing outstanding pastoral support. Our students have an excellent work ethic, are polite and respectful. We expect all pupils to work hard, to show respect and courtesy for others and to take pride in their appearance. The continuing success of St. Mark's School is based on a positive partnership between parents, and they are overwhelming supportive of the school and appreciate the commitment of staff.

Our thriving Sixth Form greatly enhances the character of the school. Most of our Year 11 pupils continue their Sixth Form studies with us, and this is a testament to the very positive pupil-teacher relationships which are established at St. Mark's. The curriculum is challenging and enriching, and the excellent results achieved by our pupils enables them to access some of the best universities including Oxbridge. We also equip them with the skills and confidence to make a positive difference in their local communities and in the wider world, and the Faith in Action programme is an important element of our Sixth Form provision.

Academic standards and aspirations are high, but we also offer pupils the opportunity to participate in a wide variety of extra-curricular activities which develop their unique gifts and talents, together with their self-esteem and positive relationships. I encourage you to read our school newsletter 'Veritas' to discover the wide range of opportunities available to our pupils and browse our website to gain a greater insight into our school community.

If you have any questions about the post or the school, please do not hesitate to contact us. I hope that you pursue this opportunity to work at St. Mark's. We would be delighted to receive an application from you.



Andrea Waugh-Lucas  
Headteacher

# A DISTINCTIVE AND INCLUSIVE CATHOLIC COMMUNITY

## St. Mark's Mission Statement

**'Committed to putting our faith into action and embracing excellence in all that we do'.**

St Mark's is a Catholic community inspired by Gospel values where relationships are rooted in love. At the heart of our mission is a commitment to live out our faith and a dedication to embrace excellence in all that we do. We believe in education that instils possibilities, transforms lives and enables all to fulfil their potential.

We take pride in our core values which underpin everything that we do:

1. St. Mark's is a loving and joyful Catholic community centred around a love of God, and the person of Jesus Christ, whose values and attitudes inspire us to live out our faith in action.
2. Our unwavering dedication to academic excellence enables all students to make outstanding progress and have the best possible opportunities in life.
3. We strive for all members of our community to fulfil their God-given potential and to develop skills, abilities and attitudes that enable them to transform society and bring about a better world.
4. Exceptional relationships enable us to achieve success in all we do, and we nurture compassion and understanding, helping one another to develop the confidence to thrive and be the best that they can be.
5. We are a diverse and inclusive community, and we show love, care, and respect for each other as equal and valued members of our community and children of God.
6. We ensure students are at the heart of everything we do, and we are committed to their spiritual, intellectual, moral, cultural, and social development.
7. We have a clear and shared vision of the different attributes we want a St Mark's student to demonstrate: Strength, Teamwork, Mission, Ambition, Respect, Knowledge and we celebrate and reward our students for displaying them.
8. We work closely with parents to help our students develop clear moral principles which will guide them throughout their lives.
9. We support the spiritual development of staff and students through prayer, reflection and collective worship, and provide opportunities for all to respond to the challenges of Catholic Social Teaching.
10. We are dedicated to providing all students with inspirational learning experiences, through our own passion for life-long learning that extends beyond school.

St. Mark's is an inclusive community, and we welcome members of staff from all faiths or no faith. This diversity enriches our school community. We seek to develop and utilise the gifts and talents of all staff and students, and we are committed to equal opportunities.

# COMMITTED TO EXCELLENCE

Our School Improvement Plan is set firmly within the context of our Mission Statement, and it includes the key areas which will be further developed as we continue to pursue excellence in all that we do. There are 6 key aims that will form the basis of the annual School Improvement Plans over the next three years:

1. To provide a distinctive and all-inclusive Catholic education that demonstrates our commitment to Catholic Social Teaching.
2. To ensure that all students make excellent progress from KS2 to KS4 due to high-quality teaching, learning and assessment across the curriculum.
3. To provide outstanding pastoral care, within a safe and secure environment.
4. To ensure that St. Mark's students flourish as a result of effective provision for personal development.
5. To further develop the Sixth Form as a centre of excellence.
6. To ensure that leaders at all levels contribute to the outstanding education at St. Mark's.



*"Pupils thrive at this school. Leaders are ambitious for all pupils and they are determined that all pupils will be given the opportunities they need to succeed. Behaviour in lessons and around the school is exemplary, and pupils show high levels of respect to each other, to staff and to visitors. The work of the school is held in high regard by others, and leaders share their practice with other schools in the trust and in the diocese."*

**Ofsted Outstanding September 2022**

# WORKING AT ST. MARK'S

## **St. Mark's will provide you with the opportunity to:**

- Work in one of the top non-selective schools in the country. In 2024 our Progress 8 at GCSE was 1.35, resulting in St Mark's being ranked the 14th highest-performing school in the country and the second highest Catholic school. At A Level we achieved 70% A\*-B. St Mark's has been judged as outstanding by Ofsted and Section 48 (Catholic School Inspection).
- Join an experienced, enthusiastic, friendly, and highly effective staff.
- Contribute towards and be invigorated by the school's strong Catholic ethos.
- Work with positive students whose behaviour is "exemplary" (Ofsted).
- Develop professionally and personally.
- Make a real difference to the lives of young people, particularly those in greatest need.

## **We value our staff, and we are committed to supporting their professional development and wellbeing.**

### **1. Commitment to ongoing professional learning**

- New staff induction programme tailored to the role.
- Commitment to sharing best practice within and across departments – contributes to workload reduction and efficient ways of working.
- Performance Management process that is supportive of career progression.
- Professional development opportunities – from Early Career Teacher induction to Leadership development.
- Flexible CPD available to all staff through The Skills Network and the National College.

### **2. Supporting staff wellbeing**

- Governors are committed to staff wellbeing, and we have signed up to the DfE Wellbeing Charter. Workload is constantly being reviewed.
- We have a staff wellbeing coordinator.
- We are committed to ensuring equality and celebrating diversity.
- One meeting per week limit and no meeting weeks.
- Weekly staff briefings to ensure key ideas are communicated.
- Regular line management meetings and open-door policy with SLT.
- Committed to flexible working - considered on request and according to the role.
- All teachers have a Chromebook to support teaching and learning.
- Employee Assistance Programme to support staff health and wellbeing with access to free 24 hours counselling in different formats.
- Excellent staff facilities including free tea and coffee.
- Staff association which provides gifts, flowers and cards for leavers and staff with significant life events. The Staff Association also provides opportunities to participate in staff activities and social events.
- Opportunities to participate and support in local, national, and international fundraising and awareness opportunities.
- Priority places at St. Mark's for the children of staff (after completing two consecutive years in post). Please refer to the school Admissions Policy for further details.



# TRANSPORT LINKS AND THE LOCAL AREA

St Mark's Catholic School is located in the London Borough of Hounslow, which is a western suburb of London. There are excellent transport links in this area.

## **London Underground and Southwest Railways**

There are three London Underground stations in Hounslow and the nearest, Hounslow Central, is within 10 minutes walking distance from the school. In addition, there is a Southwest Railways service at Hounslow Station which is a 19-minute walk away from the school. This means that St Mark's is perfectly located for staff living in central London and the wider suburban areas to the west of the city.

## **Buses**

The school is located on the Bath Road and has bus links with all areas in West London. This includes Twickenham and Teddington to the south, Ealing to the east and Hillingdon and Hayes to the north. Bus routes from Hounslow include Kingston upon Thames, Richmond upon Thames, and Slough.

## **Road**

St Mark's is easily accessible by road and has secure free onsite car parking for all members of staff. The school is close to the A316 and major motorways such as the M4 and the M3.

## **Location**

The school is in a rich multicultural area of West London. The River Thames runs nearby at Isleworth and Brentford and there are several parks nearby including Osterley, Lampton and Syon. For those interested in sport, there are two Premiership sports teams: Brentford (Football) and London Irish (Rugby Union). In addition, Twickenham Rugby Stadium and Wembley Stadium are in the local area.

Richmond Upon Thames, Bushy Park, Kingston upon Thames, Hampton Court Palace, and the Royal Botanic Gardens at Kew are all within a short drive, train, or bus ride away.



## SUBJECT LEADER FOR DRAMA REQUIRED IDEALLY A SEPTEMBER START OR ASAP

**SCALE MPS/UPS (OUTER LONDON ALLOWANCE)  
+ TLR 2c (£8,279)**

### **FULL-TIME**

We are seeking an enthusiastic and skilled practitioner to lead the Drama Department. As Subject Leader/Head of Drama, we would expect you to have a passion for the subject and the ability to teach from KS3 - KS5. This is a fantastic opportunity for you to work with our wonderful students in a caring and supportive environment. St. Mark's was graded outstanding in all categories by Ofsted in the last inspection, and we are committed to excellence across the curriculum. Our students achieve consistently high examination results, and St Mark's was 14th in the country for progress at GCSE in 2024. Additionally, The Sunday Times recently ranked St Mark's as the 14th happiest school in the country, and our exceptional relationships between staff and students contribute to the exemplary behaviour for learning that students demonstrate.

#### **We are looking for someone who has:**

- Excellent classroom management, communication, organisation and teaching skills.
- Effective leadership qualities and a clear vision for the subject.
- The ability to teach Drama to KS3, KS4, and KS5.
- A creative approach to teaching and a commitment to ensuring that all students make progress.

#### **What we are offering:**

- Opportunities for high-quality professional development.
- Friendly and supportive staff who genuinely care about staff wellbeing within the Catholic ethos of the school.
- Fantastic students who are keen, motivated and display excellent behaviour for learning in every lesson.



# JOB DESCRIPTION

## ACCOUNTABILITIES

### 1. Strategic leadership to contribute towards the formulation and implementation of whole school targets.

- Lead colleagues in producing and implementing an annual self evaluation and Departmental Improvement Plan to support pupil progress.
- Work with colleagues in developing, reviewing and then implementing all relevant policies, including behaviour and inclusion, to ensure consistent delivery of best practice.
- To contribute towards the Subject Leaders group, part of whose function is to discuss and develop curriculum policy in line with the National Curriculum, latest Government initiatives and the needs of our students.
- Represent the views of colleagues within own area of responsibility in a variety of situations.
- Establish and maintain regular communications with the SLT, Governors and other schools, where appropriate, to support the development and implementation of whole school priorities.
- Ensure Departmental colleagues are implementing the schools SIP priorities.
- Support the Catholic ethos of the school.
- Contribute towards the extra curricular life of the school particularly through musical events and activities.

### 2. Leading teaching and learning to enable pupils and staff to fulfil their potential.

- Support Departmental colleagues in achieving pupil progress targets.
- Plan, deliver, reflect and evaluate own role as a Subject Leader to develop performance.
- When appropriate, delegate department specific tasks to achieve Departmental priorities.
- Ensure that all the requirements of internal and public examinations are met.
- Ensure that the Deputy Head Timetabling has the correct information required for staffing and timetabling the curriculum to support effective teaching and learning.
- Ensure that subject reports are written to support pupil progress.
- Ensure that Departmental Schemes of Work and policies are developed to support improvements in teaching and learning.





# JOB DESCRIPTION

## **3. Management of staff to achieve high levels of motivation and performance.**

- When required, to be involved in the appointment and induction of staff new to the department to maintain high standards of teaching.
- Advising SLT of any staffing issues within the department.
- Leading and managing department meetings to support improvement in teaching and learning.
- Defining the work of staff who have particular areas of responsibility in the department to ensure effective delivery of the curriculum.
- Ensuring that cover work is available when department members are absent to ensure pupil progress is maintained.
- Support the professional development of staff in the department, helping them to set personal, professional and school based targets and arranging/supporting requests for INSET related to these to maintain high levels of performance which improves pupil learning.
- Taking part in ITT when required to support professional development
- Supporting staff in matters of discipline to ensure that positive learning climates are maintained.

## **4. Management of financial and physical resources to support pupil progress and achieve best value**

- Managing the department budget to achieve best value.
- Maintaining a record and managing the allocation of equipment and resources to support effective teaching and learning.

## **5. Monitoring, evaluating and quality assurance to maintain good pupil progress.**

- Arrange to observe all members of department teach at least once during the year. Use this as part of a review of teaching and learning styles within the department designed to support pupil progress.
- Monitoring, assessing and reviewing pupils' work with the department, in line with the Whole School Policy, to support pupil progress.
- Evaluate individual Pupil Monitoring information in the department's curriculum area. Take action where required to maintain good levels of pupil progress.
- Monitor and evaluate the achievements of pupils linked to target setting to support improvement in teaching and learning.
- Evaluate department public examination results to support improvement in teaching and learning.
- Meet regularly with identified line manager as part of the whole school self evaluation process.

# JOB DESCRIPTION

## 6. **Effective communication to ensure pupils, parents and colleagues are well informed.**

- Establish and maintain regular communication within the department and school and, when required, with parents to support pupil progress.
- Make sure records of pupils' work are kept to fulfil examination/ National Curriculum/Ofsted requirements and to support improvement in teaching and learning.
- Ensure that the department follows school procedures outlined in the Staff Handbook to achieve consistency, best value and pupil well being.



# PERSON SPECIFICATION

ASPECT	ESSENTIAL	DESIRABLE	EVIDENCE
<b>QUALIFICATIONS</b>	Have a good relevant Honours degree and a PGCE or QTS.		Application Form
<b>TEACHING</b>	Experience teaching KS3, GCSE and A Level. Highly effective classroom practitioner. Committed to ensuring that all students make excellent progress Excellent relationships with students. Effective behaviour management strategies. Effective assessment.	Evidence of outstanding outcomes at GCSE and A Level	Reference Observation
<b>LEADERSHIP</b>	Ambitious vision for the Drama Department. Ability to translate that vision into a strategic Department plan. Ability to lead, develop, manage and motivate a team. Ability to monitor and evaluate the work of the Department. Ability to contribute to Subject Leader meetings. Commitment to arranging extra-curricular activities.	Experience leading a Department or Key Stage. Experience of leading extra-curricular activities.	Application Form Observation Interview Reference
<b>CPD</b>	Commitment to own professional learning and the development of the team.	Leadership development	Application Form
<b>WILLINGNESS TO SUPPORT THE ETHOS OF THE SCHOOL</b>	Supportive of Catholic ethos and values. Be committed to Equal Opportunities and Safeguarding.	Commitment to Christian Values	Letter Reference
<b>QUALITY OF RELATIONSHIPS</b>	Good interpersonal skills. Ability to work as part of a team. Ability to inspire trust and confidence in students and parents.		Interview Observation Reference
<b>COMMUNICATION</b>	Effective writing skills. Excellent listening skills.	Effective presentation skills	Letter Observation Interview
<b>PERSONAL ORGANISATION</b>	Ability to meet deadlines. Excellent ICT skills.		Reference
<b>PERSONAL QUALITIES</b>	Energy, enthusiasm, objectivity. Commitment to equality and inclusion. Resilience.		Interview Reference

# HOW TO APPLY

We warmly welcome applications from all suitably-qualified candidates. All applications will be considered solely on merit, and we will be using the Person Specifications and Job Descriptions when shortlisting.

You can access our school website for further information and an application form: [www.stmarks.hounslow.sch.uk](http://www.stmarks.hounslow.sch.uk).

Completed applications should be emailed to Mrs Sarah Gregory, PA to the Headteacher: [gregorys@st-marks.hounslow.sch.uk](mailto:gregorys@st-marks.hounslow.sch.uk).

**The closing date for applications is: 9am on Wednesday 20th August 2025.**

St. Mark's Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. References will be requested prior to interview, and all appointments are subject to a satisfactory, enhanced DBS check. Please note that an online search of all applicants will be carried out as part of our legal duty to meet the safeguarding duties set out in Keeping Children Safe in Education (2024). Any questions arising from this online search may be discussed at interview.

We are an Equal Opportunities Employer and we warmly welcome applications from all suitably-qualified candidates. All applications will be considered solely on merit and we will be using the Person Specifications and Job Descriptions when shortlisting.

**We reserve the right to appoint at any stage in the recruitment process**

St. Mark's Catholic School is a member of  
The Diocese of Westminster Academy Trust (DoWAT).  
Please visit <https://www.dowat.co.uk/> for further information.