



The Birley Academy  
A L.E.A.D. Academy

# Candidate Information Pack

## Head of Performing Arts

The Birley Academy





## Welcome from the Headteacher

I am very proud to be the Headteacher of The Birley Academy and feel honoured and privileged to work with our pupils, parents, carers, colleagues and community to be part of the team who are making The Birley Academy a brilliant place to learn and work.

I am passionate about working with our staff in school and with colleagues across L.E.A.D. Academy Trust to ensure that the education we provide our pupils is of the highest quality, studying a broad range of subjects complemented by a clear personal development and wider curriculum offers.



**Victoria Hall, Headteacher**

## About The Birley Academy

At The Birley Academy our vision is simple; we challenge ourselves and each other to be our best selves, demonstrating our school values every day, in all situations. We want to be the school of choice in our region, showcasing excellent teaching and providing our pupils with an exemplary education and school experience.

Our values of Courage, Ambition, Respect, Kindness and Integrity have been developed with our staff and pupils to help all to succeed in life and achieve our academy vision together.

We are dedicated to providing a transformative educational experience that prepares students not only for academic success but also for a life of purpose, responsibility and fulfillment.

As part of L.E.A.D. Academy Trust, we are committed to providing the highest quality education, enabling every pupil to reach their full potential. We work with all stakeholders including parents, local businesses, community leaders and our partner primaries to represent and best meet the needs of our pupils.



# Benefits of being part of the Trust



## Annual leave

Teachers enjoy up to 13 weeks annual leave during school holidays. This is in addition to any bank holidays or statutory holidays.

Support staff benefit from an enhanced holiday allowance, starting at 26 days up to a maximum of 36 days, pro-rata for term time only staff. The allowance is dependent on the role and amount of service increasing after 5 and 10 years service.



## Competitive salary

All Trust roles (except apprentices) offer a minimum hourly rate above National Living Wage, with salary progression.



## Pension scheme

Teacher's Pension Scheme or LGPS, with generous minimum employer contribution of 17.4% plus life cover.



## Online GP service

24/7 access to online GP consultations, providing advice, diagnosis, referrals, and ongoing support for all staff.



## Flu vaccinations

Free seasonal flu vaccinations for employees who are not otherwise eligible, ensuring health and wellbeing.



## CPD

Individual development plus high quality professional development through the L.E.A.D. Teaching School Hub for teachers.



## Employee Assistance Programme

Free 24/7 support for employees, offering counselling and resources for emotional, financial, and legal issues.



## Free eye test

Free eye test every two years for regular computer users, reimbursed through expenses to promote wellbeing.



## Occupational Health

FREE services available to support employee well-being and promote a healthy work environment.



## Physiotherapy services

Access to free physiotherapy to aid recovery, support physical health, and promote overall employee wellbeing.



## Access to discounts

Exclusive discounts and cashback on travel shopping, insurance and utilities through the Blue Light Card, Discounts for Teachers and Teacher Perks.



## Travel expenses

Business travel expenses reimbursed at the HMRC maximum mileage rate to support staff travel needs.



## Head of Performing Arts

Location:	The Birley Academy, Sheffield, S12 3BP
Salary:	MPS/UPS + TLR 2B
Closing date:	Friday, 25 April 2025
Interview date:	Thursday 1 May 2025
Start date:	September 2025
Responsible to:	Deputy Headteacher
Responsible for:	The Performing Arts department

### Key Responsibilities

Leading the Department: Building an effective team to raise attainment and implement appropriate change

- To strategically lead the Performing Arts Curriculum Team.
- To support the Senior Leadership Team in establishing a culture that promotes excellence, equality and high expectations of all pupils/students and support our academy values of Kindness, Respect, Ambition, Courage and Integrity.
- To lead the overall provision within the Performing Arts department as well as undertaking strategic responsibility for the promotion and development of the department across the school.
- To build a culture of performance, where school shows form a core part of the personal development offer.
- To secure high standards in all areas of the Performing Arts department and outcomes.
- To take an active role in developing and leading staff INSET.
- To lead and manage curriculum development in order to improve the quality of pupil learning; to raise standards of pupil attainment and achievement within the whole curriculum area; to monitor and support pupil progress, including those pupils who are disadvantaged and have SEND.
- To be accountable for pupil progress and development within the Performing Arts Curriculum area.
- To develop and enhance the teaching practice of others, acting as a model of reflective practice, sharing and being open to best practice within and outside the department.
- To lead the development of schemes of work, learning strategies resources, teaching, marking policies, assessment and in the department.

### Planning and Curriculum Development

- To ensure there is a robust strategic plan for the improvement of Performing Arts across the school
- To ensure the provision of an appropriately broad, balanced, relevant curriculum for pupils studying in the Performing Arts Department in accordance with national expectations.
- To ensure that the curriculum is appropriately planned, so that substantive and disciplinary knowledge is carefully identified, taught, and embedded into the long-term memory of the pupils.
- To ensure that the curriculum is well sequenced, so that knowledge builds systematically over time and that pupils learning the curriculum well.
- To fully support to the school's ethos and aims.
- To develop pupils' positive attitude towards learning in accordance with the curricular policies determined by the trust and headteacher.
- To efficiently and effectively manage and deploy staff, financial and physical resources within the department.

# Job Description



## Curriculum Provision and Development

- To facilitate regular informal and formal assessment of pupil progress within the department, including tests and internal examinations. This will include setting of examination questions, examination arrangements, the marking of examinations and recording of results.
- To liaise with and support SLT and any other relevant staff in the organising of subject examinations and mock examinations in the appropriate years.
- To keep up to date with and respond to national and statutory developments in the subject/curriculum area(s) and with teaching practice and methodology.
- To lead, initiate, encourage and co-ordinate teaching strategies that promote and enable high quality learning.
- To liaise with the designed SLT member to maintain accreditation with relevant examination and validating bodies.

## Leading Learning and Teaching

- To ensure that the curriculum is appropriately planned, so that substantive and disciplinary knowledge is carefully identified, taught, and embedded into the long-term memory of the pupils.
- To ensure that the curriculum is well sequenced, so that knowledge builds systematically over time and that pupils learning the curriculum well.
- To fully support to the school's ethos and aims.
- To develop pupils' positive attitude towards learning in accordance with the curricular policies determined by the trust and headteacher.
- To keep up to date with and respond to national and statutory developments in the subject/curriculum area(s) and with teaching practice and methodology.
- To lead, initiate, encourage and co-ordinate teaching strategies that promote and enable high quality learning.
- To liaise with the designed SLT member to maintain accreditation with relevant examination and validating bodies.
- Monitor and evaluate standards of learning and teaching using a variety of approaches, and in line with agreed school practice
- Create a climate for learning which aligns to the school culture and pedagogical practices
- Improve the quality of learning and teaching by enabling, supporting and contributing to programmes of CPD
- Identify staff development needs and ensure appropriate programmes are designed with the aim of meeting these needs
- Be an excellent classroom practitioner acting as a role model for others

## Operational and Strategic Roles

- The day-to-day management, control and operation of course provision with the department, including the efficient and effective deployment of staff and physical resources.
- To actively monitor and evaluate pupil progress and respond appropriately, to ensure standards of attainment and achievement are raised consistently.
- To ensure that health and safety policies and practices, including risk assessments, throughout the department are in line with national requirements and are updated where necessary.
- With the Headteacher, SLT and other curriculum leaders, assist in the whole school self-review, evaluation process and the development and implementation of the Academy improvement plan (AIP).
- Communicate and effectively liaise with teachers and support staff within your department and across the school.

# Job Description



## Recruitment, Development and Deployment of Staff

- To work with relevant SLT and trust colleagues to ensure that staff development needs are clearly identified and that appropriate programmes are designed to meet need.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the staff members responsible for cover.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management of staff and act as a positive role model.

## Quality Assurance

- To lead on the process of monitoring and evaluation of the Performing Arts Department in line with school procedures, including evaluation against quality standards and performance criteria, implementing modifications and improvements where required.
- To ensure that the Department's QA procedures meet the requirements of whole school self-review and evaluation.
- To enable, promote and encourage the sharing of good practice within the department and between departments.
- To demonstrate excellence in classroom practice.
- To monitor the performance of subject/curriculum area(s) within the department with the relevant subject specialist(s) including an analysis of examination results.
- To develop a departmental SEF and action plan (DAP) in response to this evaluation and the key objectives of the AIP.
- To work, with members of the department towards implementing the departmental action plan and meet the targets set within it.
- To establish common standards of practice within the department and develop the effectiveness of teaching strategies in all subject/curriculum area(s).
- To contribute to the school procedures for lesson observation.
- To implement school quality procedures and to ensure adherence to these within the department.

## Management of Information and Data

- To evaluate and make use of performance data provided to improve the quality of teaching and learning in the department.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports on examination performance as required.
- In conjunction with the relevant SLT member, to manage and coordinate the department's collection of data.
- To provide the Headteacher/academy governing body with relevant information relating to the department's performance and development.
- To provide the Exams Officer with relevant, accurate information concerning the entry of pupils for public examinations.
- To assist the Exams Officer in ensuring that pupils are correctly entered for public examinations.

# Job Description



## Generic Elements

- To take responsibility for the implementation of and compliance with policies and procedures relating to Child Protection, Health and Safety, Security, GDPR, and examination practice, seeking advice as necessary
- Ensure the efficient and effective use of all allocated resources, including financial, ensuring adherence to the principles of best value
- To be involved as required in disciplinary, capability and recruitment processes

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities. Job descriptions are reviewed periodically and update from time to time in line with requirements.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

# Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff.

Qualifications and Attainments	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"><li>• Qualified Teacher Status.</li><li>• Educated to degree level (2.2 or above) in relevant subject.</li><li>• Evidence of Continuous Professional Development.</li></ul>	<ul style="list-style-type: none"><li>• Experience in leading a related course to GCSE level (e.g. Head of Music)</li><li>• Experience in developing and promoting whole school shows</li><li>• Experience in mentoring and developing ECT colleagues</li></ul>

Skills and Knowledge	Essential criteria
	<ul style="list-style-type: none"><li>• Ability to teach to GCSE standard as a minimum.</li><li>• Ability to coach and motivate professionals, individually and within groups, to achieve individual and collective targets.</li><li>• Ability to hold challenging conversations and to hold colleagues to account where performance is not adequate, in accordance with the academy and/or Trust policy.</li><li>• Ability to communicate, verbally and in writing, with a range of people and groups.</li><li>• Ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes.</li><li>• Knowledge of curricula, specifications and assessment criteria of the subject.</li><li>• Knowledge of the national changes in the subject, informed through appropriate research and reading and the skill to put these changes into practice, where appropriate.</li><li>• Knowledge of effective intervention strategies to raise attainment.</li><li>• Ability to use ICT and technology in the classroom to deliver engaging lessons and monitor student progress effectively.</li><li>• ICT skills to develop, manage and report on performance data.</li><li>• Knowledge of how early reading develops.</li><li>• Ability to proactively manage own workloads to ensure deadlines are met and all process undertaken in timely manner.</li></ul>

# Person specification



Experience	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> <li>Track record of delivering exceptional teaching with strong, proven results at GCSE.</li> <li>Passion for extra-curricular offer and development</li> <li>Experience of using data to plan and implement intervention strategies to raise academic performance.</li> <li>Experience of developing and leading strategies to sustain whole class improvement.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of leading whole department improvement as a head of subject</li> <li>Experience of successfully managing teams of teaching staff, proven by strong departmental GCSE result.</li> <li>Experience of managing teams of teaching staff in the subject.</li> <li>Experience of leading the delivery of coaching and INSET sessions to support the professional development of others.</li> </ul>

Personal Attributes	Essential criteria
	<ul style="list-style-type: none"> <li>Demonstrate integrity, confidentiality, impartiality, and empathy.</li> <li>Confidence in demonstrating professional understanding and boundaries</li> <li>Strong desire to succeed and achieve outstanding departmental results.</li> <li>Have a positive attitude to personal development and training.</li> <li>Good sense of humour</li> <li>Able to see the positives and turn challenges into learning opportunities</li> <li>Highly organised and able to set tasks and priorities for other team members.</li> <li>Ability to maintain positive relationships with pupils, parents, and staff.</li> <li>Highest levels of professional and personal integrity.</li> <li>Able to support others and hold them to account for their actions.</li> <li>Self-motivated</li> <li>Eye for detail</li> <li>High expectations for what can be achieved, ambitious for student progress.</li> <li>Ability to manage professional boundaries well, including student and staff behaviour.</li> <li>Personal resilience, persistence and perseverance.</li> </ul>

Beliefs and Values	Essential criteria
	<ul style="list-style-type: none"> <li>Focused on student progress · Passionate about the progress of all learners</li> <li>Believe that all pupils can achieve well, regardless of their background, needs, abilities, and age, and be determined to make this happen. ·</li> <li>Does not regard intelligence or 'potential' as a fixed quantity.</li> <li>Understanding that attendance and safeguarding are everyone's responsibility</li> <li>Aligned to the academy core values of Respect, Kindness, Integrity, Courage and Ambition.</li> </ul>



# How to apply

Closing date: Friday, 25 April 2025  
Interview date: Thursday, 1 May 2025  
Contact email: [hr@birleysecondaryacademy.co.uk](mailto:hr@birleysecondaryacademy.co.uk)  
Contact number: 0114 2392531

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to the email above.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



# About the Trust

L.E.A.D. Academy Trust was established by Diana Owen, CBE in 2011 using her considerable experience as an executive headteacher, National Leader of Education, Primary Strategy Consultant Leader, coach and mentor.

The Trust comprises 24 primary and 3 secondary academies across the East Midlands. All academies strive to achieve the highest standards of behaviour and conduct while providing outstanding teaching and learning.

## Our values

The acronym L.E.A.D. embodies the four key principles at the heart of the Trust: strong leadership at every level; empowering everyone to aim high; providing the opportunity for all to achieve and constantly driving for improvement.



**Lead**



**Empower**



**Achieve**



**Drive**

“We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust’s vision and values and are committed to making a tangible difference to the lives of children and young people.”

*Diana Owen, CBE Trustee and Chief Executive of L.E.A.D. Academy Trust.*



**24**

Primary  
Academies



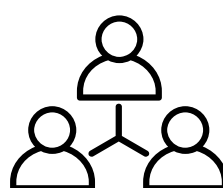
**03**

Secondary  
Academies



**05**

Geographical  
Regions



**11,500**

Pupils



**1,650**

Staff



**The Birley Academy**  
**A L.E.A.D. Academy**

**The Birley Academy**

Birley Lane  
Sheffield  
S12 3BP

T: 01142 392531

