

**SETTLE COLLEGE**

Founded 1907

**Application Pack  
Teacher of  
Drama / Faculty Lead for  
the Arts Department**

[www.settlecollege.org.uk](http://www.settlecollege.org.uk)



**Teacher of**

**Drama / Faculty Lead  
for the Arts**

**Department**

**Application Pack**

**Established Variable**

**Contract - Range 0.5 FTE  
to 1.0 FTE**

**Position to start**

**1st September 2025**

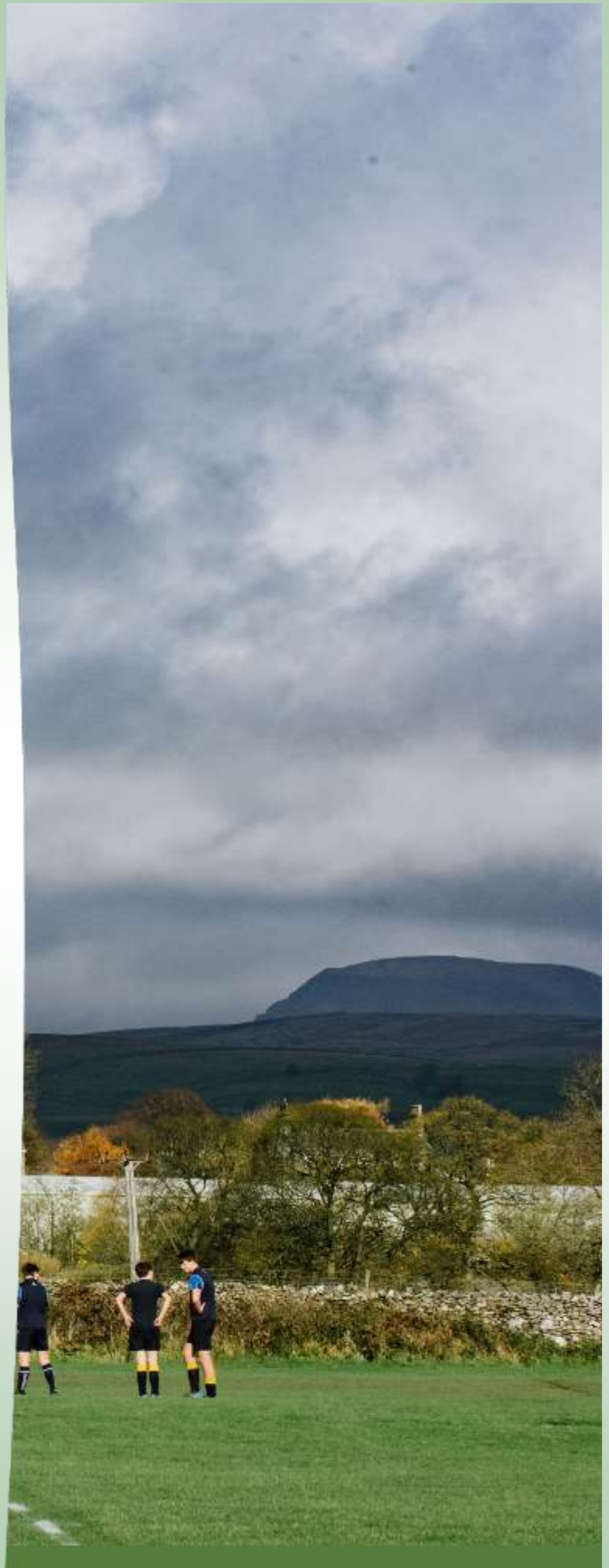
**Pay Scale MPS/UPS**

This role includes a TLR 2.1 for the responsibility of Faculty Lead for the Arts which has a current value of £3390 (pro rata).

**Benefits:**

- Pension scheme
- Cycle to Work scheme
- Well-being Programme

[admin@settlecollege.n-yorks.sch.uk](mailto:admin@settlecollege.n-yorks.sch.uk)



Dear Candidate,

Thank you for your interest in the post of Teacher of Drama / Faculty lead for the Arts Department which offers the successful candidate the opportunity to work in this thriving and successful 11-18 rural school. We are a happy school community where innovation, creativity, enterprise and a sense of fun and enjoyment is encouraged, valued and celebrated. We recognise each student as an individual and every single student brings their own unique personality, skills, talents, and interests. Academic success is important but so is our commitment to ensuring that students develop the skills that will prepare them for life-long learning.



We are looking for a well-qualified, enthusiastic and hard-working Teacher of Drama / Faculty lead for the Arts Department who has a passion to support the Headteacher and their SLT to support our students and who can inspire them within the school environment. We want our students to be the best they can be and it is this same mantra we set for our staff. If appointed, you will have the opportunity to contribute to a professional and hard-working Arts Department. Staff are encouraged to be involved in the many wonderful trips, fixtures, concerts and plays. We recognise that over a third of our staff work flexibly, fitting in families, lifestyles, other commitments, and we want to recruit the best there is by ensuring we can be as flexible with you as you wish. The health and wellbeing of our community is of the utmost importance to us and we offer superb pastoral care for pupils and hold regular updates and sessions for staff to support wellbeing.

To assist with your application, and give further background information on the post, we have included the following details within this document: Information about the school, department information, aims of the role, person specification and how to apply for the post. Settle College is committed to safeguarding and promoting the welfare of children and young people, we expect all staff and volunteers to share in this commitment. The successful candidate will be subject to an enhanced DBS check.

This pack contains lots of information about the school and the department. If you would like more information, or to visit, please feel free to contact the school by telephone or by e-mail and we will be more than happy to accommodate your requests. Finally, if you are passionate about working with young people and really believe you can join our team in making a difference, then I warmly invite you to apply. This will enable you to take a look at us in more detail and really experience at first hand the friendly and professional environment we have established.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'G. Whitaker', on a white rectangular background.

Mr Gareth Whitaker





## Community at the heart



Settle College occupies an enviable site on the banks of the River Ribble in the market town of Settle, with outstanding views of the surrounding area looking across to Attermire and bordering the Yorkshire Dales National Park.



Settle College is a vibrant and exciting community of learners, forward thinking and driven for a small rural secondary school, that is an integral part of the community. There is a strong commitment from our staff to the College's wider role within the community and we always aim to get fully involved in community activities. From local church events like Armistice Day, working with local charities and businesses like the Millennium Trust to the Settle Flowerpot Festival, we immerse our students in their local environment.



## Core Aims

Our core aim is to provide the best possible educational provision for the young people of North Craven, preparing them for life-long learning in a rapidly paced world, and enabling them to fulfil their potential and strive to be their best. Our development & improvement planning continues to focus on the following key themes.

- Securing outstanding progress and achievement for all our students including a commitment to developing resilience in our learners, alongside other vital skills for lifelong learning.
- Promoting respect and courtesy that creates a happy school culture and learning climate.
- Providing high quality learning and teaching, through a rich, exciting curriculum.
- To ensure we create independent, confident, and self-directed learners that communicate well in life.
- Building a strong partnership between families, students and staff at the centre of all we do.





## Who and where we are:

### Site and Buildings

In recent years we have undertaken large-scale improvements to the College site. Half the school was completely re-furnished as we became an 11 – 18 school, including corridors, many classrooms, outdoor social spaces, a new PE suite and changing rooms and an outdoor amphitheatre. We have a fantastic library, conference room and four state of the art Science laboratories. Our IT infrastructure is subject to a continuing improvement programme, with new hardware, teaching and presentation media and recently upgraded wi-fi.

The college buildings sit within extensive grassed grounds beside the River Ribble, surrounded by spectacular Dales scenery. We have excellent playing fields, tennis courts and an outdoor all-weather pitch. Settle Swimming Pool shares our site.

We have takeaway dining facilities, a comfortable staff room with hot drinks provided, and extensive staff parking. The market town of Settle has all local amenities, bus services and a railway station.

### The Catchment Area

Our students come from a catchment area of 250 square miles of beautiful, largely rural countryside.

Many of our students travel considerable distances to school, with students coming from a wide variety of backgrounds.

**“THE VIEW FROM  
THE STAFF ROOM  
WINDOW FILLS ME  
WITH JOY.”**

**“THERE IS SUCH A  
FRIENDLY  
ATMOSPHERE AT  
SETTLE COLLEGE.”**

## REASONS TO WORK FOR US



### 10 REASONS TO WORK FOR US

1. Our students are unique, enquiring and vibrant.
2. Students thrive through the ethos of a small school, where they value that they are respected and nurtured as an individual.
3. At all ages, our students have a sense of pride and relish the opportunity to represent and lead within the school.
4. The school community is committed to placing the students first to allow everyone to achieve their best.
5. An entire staff and governing body with a passionate commitment to our school.
6. Our Senior Leadership Team continue to teach and, as such, have realistic experiences of school life on every level.
7. All the Senior Leadership Team have a genuine open-door policy, where everyone's opinion matters.
8. We have high levels of staff retention, with many staff working here for at least ten years, demonstrating career fulfilment.
9. We are invested in the career progression of our staff.
10. We are proud to be at the heart of the local community in which many of our staff live.



### CPD

At Settle College, we understand the value of a high-quality professional development programme. We offer a range of activities as part of our weekly CPD meetings for teaching staff, as well as opportunities for external CPD in line with staffs' and the school's improvement priorities. The key features of our CPD schedule are:

- Opportunities to share good practice for teaching and learning across all teaching staff and within departments.
- Meetings focusing on our school improvement priorities, giving staff time to embed the strategies and systems within their subject area.
- Updates regarding special educational needs, with discussions surrounding support for individual students.
- Following an increase in external CPD during lockdown, we allow time for staff to continue to complete independent training on an area of particular interest to them. This includes activities such as online courses, webinars and wider reading.
- Sessions that focus on supporting both staff and student wellbeing.
- The opportunity for all staff to apply for external CPD that relates to their role in school or to support career development, for example through NPQs.

# Outcomes Data

The table below outlines the key outcomes for Key Stage 4. The results obtained in the summer 2024 examination series reflected the hard work of our students that sat external exams. The GCSE outcomes for 2024 continue the trend of increasing student progress since exams began after the COVID-19 pandemic.

**KS5 Results, including  
A-levels and vocational  
qualifications**

19.4%

A\*-A

43.0%

A\*-B

74.2%

A\*-C

2024

**GCSE DATA (all 2024  
figures are provisional  
at this stage)**

2024 P8	-0.05
2023 P8	-0.10
2024 A8	42.4
2024 EBacc entry	50.4%
2024 EBacc APS	3.85
2024 Basics 4+	61%





In November 2024 our latest Ofsted inspection judged that the school has taken effective action to maintain the standards identified at the previous inspection and that the school continues to be good. The full report notes many positive aspects of the school and is available on the school website.

This close-knit, nurturing school has high-quality pastoral care. Pupils and parents value the support it offers.

All pupils study a broad and balanced curriculum. Students in the sixth form pursue subjects that prepare them well for their next steps in education, employment and training.

Staff are ambitious for what pupils can, and will, achieve academically

The school ethos of 'Be the best you can be' is well understood by all.

# Ofsted

The school has established high expectations for how pupils should behave.

Pupils are welcoming and polite.

Staff are proud to work at the school.



We believe pastoral care is a significant aspect of any staff's role in our school. Whether it is a Form Tutor taking care of their tutor group in the morning or a class teacher noticing a young person is out of sorts, we expect all our colleagues to take their duty of care seriously.

Settle College is an inclusive school. For children and young people with complex, and additional needs, the level of care and education must go above and beyond. We have an excellent team that work with our most vulnerable students. All students that are at Settle College learn and develop to thrive.

Each year group has a Head of Year and a Learning Manager they are supported with an experienced pastoral team who are busy, supportive and good humoured. The pastoral team always keep a child's wellbeing at the centre of their decision making.



## Sixth Form

Settle College Sixth Form provides students with many advantages. From the small class sizes where everyone is known to the many opportunities where they can develop their interpersonal and leadership skills. Being a 11-18 school, students will have the chance to be a role model and support our younger pupils, perfect for those wanting to work in education. They could become a Well-being Ambassador, House Leader, Reading Buddy, Sports Captain, Peer Mentor amongst many other roles that can help them with their career plan.

We run trips to Iceland as part of the geography A Level course. Berlin is also a popular trip to support the history curriculum as well as the many art, music, and drama trips that we offer. These are open to students not studying these subjects as they enhance their cultural experiences. Sport is also popular with rugby, football and netball teams.

Our provision in careers education is getting stronger with a dedicated Careers Support Worker who is introducing our students to the many apprenticeship and employment opportunities in the local area.

Most students apply to university, and we have had great success in supporting them to achieve a place at Russell group universities. Indeed, despite being small we have seen students in the past 5 years achieve a place at Oxbridge going on in some cases to achieve a first-class degree.



## Our vision and Curriculum offer

At Settle College, our goal is simple: we want every student to be the best they can be. We achieve this by offering a diverse and exciting curriculum tailored to our community. Our dedicated teachers ensure outstanding progress and achievement while fostering confidence, independence and resilience through our Settle College Diploma. We prioritise the well-being and development of both students and staff. Our aim is to empower students to overcome challenges, acquire lifelong learning skills and reach their dreams, making Settle College a vital part of our community.

### Key Stage 3

Students complete key stage 3 from years 7 to 9 to allow them to study a wide range of subjects in sufficient depth to really understand the very nature of each subject. In each of these year groups, students' study: English, maths, science, geography, history, religious studies, MFL (French and Spanish), PE, DT (to include a range of disciplines, including product design, engineering and catering), computing, drama, art and music, as well as PSHCE, which is delivered to tutor groups.

### Key Stage 4

At key stage 4, students continue with English, maths, science (either separate or combined), PE, PSHCE and religious studies. To maintain a broad curriculum with many options subjects offered at key stage 4, we operate a 'stage not age' options process, where students complete these GCSEs in one year, in classes with both year 10 and 11 students. Whilst some subjects only run every other year, all students are given the opportunity to select the four subjects of their choice within the options route to which they are directed. The first route requires students to select at least one language and one humanity to complete the traditional EBacc, with two free option choices. The second route requires students to select at least one language or humanities subjects, with the other three options choices completely open. However, we do recognise that not all of our students will be best suited to these routes and so, as a school that knows its students as individuals, we are able to provide personalised advice for every one of our students during the option selection process.

The option subjects currently offered at key stage 4 are: art & design, computing, creative iMedia, drama, engineering, enterprise & marketing, food preparation & nutrition, French, geography, history, hospitality & catering, music, PE, photography, product design, Spanish and sport science. These subjects ensure a breadth of curriculum choices to allow all students to thrive, irrespective of their strengths and interests, and to allow them to select the required courses for progression towards their future aspirations.

### Key Stage 5

Our curriculum offer at key stage 5 is currently: art & design, biology, business, chemistry, drama & theatre, engineering, English language, English literature, French, Geography, History, IT, maths, music, PE, photography, physics, product design, psychology, Spanish and Sport, as well as offering the extended project qualification to all students. As with key stage 4, the curriculum offer is designed to cover a diverse range of subjects to cater for students' interests and future goals whilst recognising that, as a small sixth form, we cannot offer every possible subject choice. In some subject areas, for example PE, the A-level or vocational course is chosen on a year-by-year basis to best suit the cohort. To maintain this range of courses, when appropriate, both year 12 and 13 students are taught together or different courses are run within the same class, with some courses run in collaboration with our neighbouring school.

## The Creative Arts Department

A wide range of popular creative arts courses are offered at Settle College: GCSE Art, Photography, Music and Drama and A level Fine Art, Photography, Drama and Theatre and Music. Alongside this KS3 students receive two lessons a fortnight of music, art and drama and have the opportunity to work towards Discover, Bronze, Silver and Gold Arts Award.

There is a busy extra-curricular programme of inclusive activities to support the faculty's termly public performances, and wider school events.

We stage an annual whole school musical production, past shows include Matilda The Musical, Disney's Aladdin Jr and We Will Rock You.

There is also a programme of variety performances, talents shows and Christmas and Summer Concerts.

Students are encouraged to sing and to learn a wide variety of musical instruments and there are lunch time clubs including choir, ukelele and keyboard.



Person	Role
Mr Joe Fraser	Assistant Head Teacher
Ms Laura Alderson	Teacher of Music
Mrs Naomi Hawkins	Teacher of Art and Photography



# Job Role

## **Aims and job description**

To secure high-quality teaching, effective use of resources, and improved standards of learning and achievement for all students you teach. Developing a culture of high expectations for all.

## **Learning and Teaching**

- Planning and preparing courses and lessons in line with the Learning and Teaching Policy:
  - with differentiation according to age and ability and, where appropriate, special educational need;
  - in line with the school's policies on Literacy and Numeracy and PSHCE.
- Assessing, recording and reporting on the development, progress and attainment of students (including monitoring student progress against academic potential and appropriate targets) having due regard for the Marking and Assessment for Learning policy;
- To deliver engaging and motivating lessons to students across all key stages;
- Implementing the school's policy for Behaviour for Learning, rewards and sanctions;
- Acting as a Form Tutor or being attached to a year group (see generic Form Tutor job description below) and playing a part in ensuring the successful development of the College's tutoring programme;
- Participating in the development and delivery of the Personal Development programme;
- Contributing to students' Spiritual, Moral, Social and Cultural development in line with College policy;
- Communicating and consulting with parents/carers as required;
- Awareness of the potential of each student, monitoring progress against potential and taking action to enable students achieve that potential;
- To deliver teaching over time that is never less than at least consistently good;
- To work as a team, supporting the department to spread and share good practice.

# Job Role

## **Personal and Professional Development**

- To be involved in annual appraisal arrangements as determined by the current school teachers' pay and conditions document and College policy;
- To undertake an annual identification of professional development and training requirements with a line manager as part of the appraisal process;
- To engage in regular review of learning and teaching and of programmes of work, following the school quality assurance schedule;
- To take an active role in the development of subject schemes and teaching materials under the guidance of the line manager;
- Acting as a role model in terms of attitude, dress (including adhering to the College dress code for teaching and non-teaching staff) and interaction with others;
- Make a positive contribution to the wider life and ethos of the school.

## **Discipline, Health and Safety**

- Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;
- To uphold and promote the College's child protection and safeguarding policies and procedures;
- To promote the safety and well-being of students;
- To support the College uniform policy and ensure students are correctly dressed at all times;
- To take the electronic register in a timely manner each lesson.

## **Meetings and Directed Time**

- To participate in all directed time activities as identified by the calendar and the duty rota.

# Job Role

## Specific Head of Faculty Duties Include:

*Prioritise and manage their own time effectively.*

- Take responsibility for their own professional development.*
- Promote teamwork and be able to motivate staff whilst developing innovative teaching*
- Lead meetings of teachers within the curriculum area as required.*
- Ensure all members of the department are familiar with it's aims and objectives.*
- Ensure all matters concerned with the timetable, curriculum, students groupings, examina-*
- Regularly observe and provide feedback for subject colleagues in a way, which recognises good practice and supports their progress against appraisal objectives resulting in a tangible impact on student learning.*
- Manage the work of any Teaching Assistants and clerical staff who may be allocated to sup-*
- Establish clear expectations and constructive relationships among staff including team work-  
ing and mutual support: devolving responsibilities, delegating tasks and developing accounta-  
bility. If it is felt that duties are not being effectively carried out, it will be the subject leader's*
- Ensuring all subject staff understand and are actively implementing the key aspects of our  
whole college improvement priorities ensuring we strive to be 'outstanding and beyond'*

## Managing Resources

*Faculty Lead for the Arts Department will:*

- Organise and co-ordinate the deployment of learning resources, including ICT, monitoring  
their effectiveness. Ensuring that new technologies are used effectively and ensuring all mem-  
bers of the department are confident in the use of interactive technology.*
- Manage the budget allocated to the Creative Art department ensuring all resources are used  
effectively and economically.*
- Ensure the subject rooms present a stimulating environment, promote and support activities  
that will enhance students' awareness of the subject and enrich the life of the College.*
- Ensure Health and Safety policies and practices, including risk assessment, are in line with na-  
tional requirements and updated where necessary.*



# Job Role

## Specific Head of Faculty Duties Include:

### Strategic Leadership

*Faculty Lead for the Arts Department will:*

- Create a development plan which contributes positively to the whole school development plan and which actively involves all subject teachers in its design and execution.*
- Contribute to the development of whole school strategic planning and policies, for example, through membership of School Improvement Groups and attendance at Middle Leadership Team meetings where requested (ELG).*
- Contribute to the selection of appointment and professional development of teaching and non-teaching staff within the subject area.*
- Represent or arrange subject representation at all appropriate meetings in College and with other agencies, reporting any matters arising from such meetings to the SLT.*
- Ensure that all subject policies are amended and updated in line with College requirements.*
- Ensure Health and Safety policies and practices, including risk assessments are in line with national requirements.*
- Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.*

Personal Qualities	Essential	Desirable
<b>Teaching and Learning</b>		
Good Awareness of current educational developments. Clear understanding of current issues related to the subject. Ability to plan and implement lessons effectively across all key stages, leading on a specific area. An understanding and commitment to the ethos of the College. Evidence of high level classroom skills. Committed to the principles of inclusion. Be able to instil the love of learning To deliver engaging and motivating lessons to students across all key stages	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
<b>Skills, Qualifications and Training</b>		
Qualified Teacher status Courses of further study relevant to the post Evidence of active involvement in professional development Excellent organisational skills Excellent ICT skills Clear evidence of leadership Effective communicator Effective time management	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓
<b>Attributes</b>		
Excellent record of attendance Ability to work well in a team A sense of humour Ability to think originally and creatively Positive attitude and love of learning Energetic and enthusiastic Warmth and sensitivity Excellent rapport with students Commitment to the college and the students we serve Strategic thinker Ambition to seek further promotion Ensure a sensible work life balance	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

# Application Process

Potential candidates have the opportunity to visit the College in action. Please contact Mrs Kellett to arrange a suitable appointment.

Candidates should submit the following:

Completed Application Form

Personal letter of application, which indicates your experience and impact to date and what you can offer Settle College of no more than two sides of A4.

Formal interviews will take place at Settle College – following this all candidates will be contacted, both successful and unsuccessful.

Interviews will be held  
**w/c 28th April**

Please telephone 01729 822451  
until the closing date

Please email completed applications to the  
Headteacher, Mr Gareth Whitaker:  
[admin@settlecollege.n-yorks.sch.uk](mailto:admin@settlecollege.n-yorks.sch.uk)

**by 9.00 a.m. on Tuesday 22nd April**

Applications by post are also accepted by  
the stated deadline.

Please note that references may be  
requested prior to interview for those who  
are shortlisted.



## Hear from our staff and students...

*'Settle College, a school I will remember for being one of the most incredibly supportive environments, so much so that my outcomes would not have been where they are without the teachers and staff that supported me'*

Former student

*"The teachers are second to none and really make the school what it is."*

Current student, year 12

*"My teachers were my absolute rock in Sixth Form. They recognised my potential and supported me so much, teaching their subjects but also treating me and my peers like young adults."*

Former student

*"Thank you to all the teachers for being great teachers and thank you to the cleaners who keep our school clean and thank you to the chefs who cook our meals. A big thank you to everyone that is a part of this amazing school."*

Current student, year 8



## Settle College - Recruitment and Selection

Settle College is committed to safeguarding and promoting the welfare of children, young people and adults. We have a robust child protection policy [here](#) and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment.

This post is subject to satisfactory references and enhanced Disclosure and Barring Service criminal records check for work with children. An online search may be undertaken for shortlisted candidates as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.

Settle College is committed to meeting the needs of our diverse community and aim to have a workforce reflecting this diversity.

