



St Mary's Catholic High School, Leyland



CURRICULUM LEAD FOR EXPRESSIVE ARTS

LET YOUR LIGHT SHINE

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HEADTEACHER MR P THOMPSON

www.ismchs.com



CATHOLIC
TEACHING
ALLIANCE



We are seeking to appoint an inspiring and committed **Music** specialist as **Curriculum Lead for Expressive Arts**. This is an exciting opportunity for an outstanding teacher and leader who is passionate about the arts and their vital role in a holistic Catholic education. As Curriculum Lead, you will provide strategic leadership for the **Expressive Arts department**, which covers both **Music** and **Drama**. You will work collaboratively with colleagues to ensure a vibrant, ambitious, and inclusive curriculum that enables all pupils to develop creativity, confidence, and a love for the arts.

Contract: Full time, Permanent

Start date: September 2026

Pay: MPS-UPS + TLR 2.3 (not suitable for ECTs)

Closing date: 12 noon, Wednesday 22nd April 2026

Interview date: Friday 24th April 2026

THE ROLE:

The Expressive Arts department is a popular and successful component of St Mary's. This role will lead and manage the Expressive Arts department to deliver high-quality teaching and learning including developing and implementing an engaging, ambitious curriculum across all key stages. The role will also lead in the performative opportunities for pupils through the delivery of school concerts and shows. We are looking to appoint a strong, experienced practitioner to promote enrichment opportunities including performances, exhibitions, trips, and community partnerships.

WHAT WE OFFER:

- A caring, supportive and hard-working environment
- A supportive leadership structure
- A warm, friendly school, where children are at the heart of what we do
- A good team ethos, focused on customer service
- Experienced and knowledgeable staff
- Professional development opportunities
- The opportunity to collaborate with colleagues across the Archdiocese and district

YOU WILL:

- Actively support the Catholic Ethos of the school
- Be thorough and pay attention to detail
- Be committed to our high expectations for every pupil in both academic achievement and personal development
- Demonstrate good oral and written communication skills
- Be committed to high standards of teaching and learning
- Be highly motivated, flexible, adaptable and able to use your initiative
- Have an excellent attendance record



We are a school community that continues to thrive and build on the successes of recent years. At St Mary's, we unashamedly set high standards and expect the very best of our pupils. In so doing, every child is given the opportunity to flourish and fulfil their God-given potential.

Our school has a calm and purposeful working environment, with a rich extra-curricular provision, allowing pupils the opportunity to excel. They are aided wonderfully by a staff body who are hard-working, caring and committed. In short, we are a community where all members are valued and respected.

The inspiration for all we do comes from our Catholic faith and is based on the Gospel values of love, honesty, respect and forgiveness. In so doing, we believe our Mission, which is to 'let your light shine', comes alive, allowing pupils to feel safe and have the confidence to develop their talents.

Our school mission extends, of course, to staff as well, and every opportunity is given to allow for professional development. The successful applicant will be working in a school that is both welcoming and supportive.

Applicants considering St Mary's are more than welcome to book an appointment and visit us at any time, we would be delighted for you to see the school in action.

Please note: St Mary's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.

In your letter of application, please outline your philosophy of education, including details of how you ensure all pupils have the opportunities to realise their full potential in this subject.

We are ambitious and the successful candidate must be able to demonstrate a commitment to change as well as the ability to take risks in moving forward. With these points in mind this post represents a huge opportunity to influence the direction of this school in the short and long term.

A sense of vision, enthusiasm and energy will be looked for as well as the abilities needed to contribute to a spirit of teamwork. As a teacher, there must be a passion for, and commitment to, the teaching of Music, and the Expressive Arts in general. The successful candidate will be expected to teach the full ability and age range including the preparation of senior classes for GCSE examination. The range of duties applying to all teachers at St Mary's is defined in the job description.

All staff are expected to make a positive contribution to the life of the school. There is a wide variety of extra-curricular activities and all staff are encouraged to become involved with this important aspect of school life. Candidates are asked to indicate particular interests and activities in their application.

A programme of professional and pastoral support is given to all new appointments. The appointment will be based on the **Catholic Education Service contract of employment** which will be offered to the successful candidate by the governors.

WE WERE INSPECTED BY OFSTED IN JUNE 2025 AND THEY CONFIRMED THE SCHOOL CONTINUES TO BE GOOD. COMMENTS FROM THAT INSPECTION INCLUDE:

- *'The school is ambitious for its pupils'*
- *'Pupils are proud to be part of this inclusive school'*
- *'Staff foster strong relationships with pupils'*
- *'[Pupils] enjoy coming to school because they appreciate being part of a close-knit and friendly community'*
- *'In lessons, pupils listen respectfully to their teachers and to each other'*
- *'Pupils dress smartly, maintaining the high standards of uniform required by the school'*
- *'Pupils benefit from an extensive range of enrichment opportunities that develop their skills and self-confidence'*
- *'Teachers are knowledgeable about their subjects'*
- *'Leaders [and] governors have played a significant role in ensuring that the school has sustained its performance since the last inspection'*

THE PROCESS OF APPLICATION AND INTERVIEW

Applicants must complete the CES application form together with a letter supporting your application. Your application should be addressed to the Headteacher, Mr Thompson, and returned to the Business Manager at bursar@ismchs.com. The school will acknowledge its receipt. We invite prospective candidates to visit us on a working day and experience the school ethos. Please call us if you wish to take advantage of this opportunity. Closing date for applications is mid-day on Wednesday 22nd April 2026 and interviews will take place on Friday 24th April 2026.

AND FINALLY

I hope you will feel encouraged to apply for this post and I look forward to receiving your application. You should attach a covering letter of no more than two A4 sides to your application. Our mission is to appoint the best teacher available for the post.

PHIL THOMPSON, HEADTEACHER

Job Description

Curriculum Lead for Expressive Arts

Responsible to:

Headteacher & SLT

Responsible for:

Expressive Arts Department

Liaising with:

Curriculum Leader and other colleagues in Department, relevant non-teaching support staff, LEA representatives, external agencies and parents.

Working Time:

Full-Time, In-Service Days; Directed time as detailed by Headteacher

Target Teaching Load:

40/50. The school works to two-week timetable, with 25 x 1-hour periods per week. At Key Stage 3, pupils' study 1 hour of Music per week in Years 7, 8 and 9. They also study 1 hour of Drama a week in Year 9. GCSE pupils have 5 hours (10%) for each option subject with both Music and Drama taught in Years 10 and 11. Both subjects are popular amongst pupils, - testimony to the high standard of teaching throughout.

In all years, pupils are taught in mixed ability groups. Progress is regularly tracked and monitored through Arbor and both departments have a strong track record of achievement.

Main responsibilities/Purpose:

- To maintain and raise further standards of pupil attainment and achievement within the subject areas of Music and Drama (hereby known as the 'Expressive Arts') and to monitor and support pupil progress
- To be accountable for pupil progress and development within the subject areas of the Expressive Arts
- To develop and enhance the teaching practice of the departmental team
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying the above subjects, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school
- To be accountable for leading, managing and developing the subject areas within the Expressive Arts
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio
- To further raise the profile of the Expressive Arts at St Mary's by overseeing and supporting a programme of extra-curricular provision which gives opportunities for pupils to celebrate their talents and gifts in the full range of the Expressive Arts through concerts, shows, displays and trips
- To support the school's distinctive Catholic Ethos with participation in assemblies, collective acts of worship and masses

Relating to School Mission Statement:

- In line with the explicit aims within the School Mission Statement all employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. St Mary's, Leyland places the highest value on the very positive and supportive relationships which exist between teachers and between teachers and pupils. Teachers are expected to set a positive example to others in this respect.

Operational/ Strategic Planning

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department
- The day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources
- To actively monitor and follow up pupil progress
- To implement school policies and procedures
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the school
- To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of pupils within the subject area, school improvement plan / department improvement plan and the aims and objectives of the school
- To ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission
- 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, therefore liaising with the school's Health and Safety Manager

Curriculum Provision:

- To liaise with the Deputy Headteacher to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school improvement plan / school evaluation system
- To be accountable for the development and delivery of curriculum area subjects

Curriculum Development:

- To lead curriculum development for the whole department
- To keep up to date with national developments in the subject area and teaching practice and methodology
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels
- To liaise with the Deputy Headteacher to maintain accreditation with the relevant examination and validating bodies
- To be responsible for the development of key skills in this subject
- To ensure that the development of department specifications are in line with national developments

Staffing / Staff Development / Recruitment/ Deployment of Staff

- To work with members of the Senior Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To be responsible for the efficient and effective deployment of support staff within the department
- To undertake Appraisal(s) and to act as reviewer for a group of staff within the designated department
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department
- 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 participate in the school's ITT/ECT programme when required
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model to all

Quality Assurance:

- To ensure the effective operation of quality control systems
- To establish the process of the setting of targets within the department and to work towards their achievement
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department
- To contribute to the school procedures for lesson observation

- To implement school quality procedures and to ensure adherence to those within the department
- To monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria
- To seek/implement modification and improvement where required
- To ensure that the department's quality procedures meet the requirements of self-evaluation and any school strategic plan

Management Information:

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system
- To make use of analysis and evaluate performance data provided by the Deputy Headteacher
- 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 within the quality assurance cycle for the department
- To produce reports on examination performance as per school expectations
- To provide the Governing Body with relevant information relating to the departmental performance and development when required

Communications:

- To ensure that all members of the department are familiar with its aims and objectives
- To ensure effective communication/consultation as appropriate with the parents of pupils
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies
- To represent the departments views and interests

Marketing and Liaison:

- To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases where relevant to the department
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at open days / evenings and other events
- To actively promote the development of effective subject links with external agencies

Management of Resources:

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records
- To work with the Deputy Headteacher in order to ensure that the department's teaching commitments are effectively and efficiently timetabled and roomed

Duties related to Teaching & Learning

The Teachers' Standards document gives a full description of teacher competencies at different levels. This will be referred to when making judgements on the quality of teaching and performance generally under the Appraisal process.

<https://www.gov.uk/government/publications/teachers-standards>

- To undertake a pro rata appropriate programme of teaching in accordance with the duties of a standard scale teacher
- To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required

- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of pupils
- To undertake a designated programme of teaching
- To ensure a high-quality learning experience for pupils which meets internal and external quality standards
- To prepare and update subject materials
- To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures
- To mark, grade and give written/verbal and diagnostic feedback as required
- To make appropriate provision for pupils with Special Educational Needs based on the I.E.P.'s produced in conjunction with the Learning Support Department

Duties relating to Pastoral /Other/Specifics:

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils to follow this example

Other Specific Duties:

- To monitor and support the overall progress and development of pupils within the department
- To monitor pupil attendance together with pupils' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- When required, to act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description
- To contribute to the Personal Development curriculum according to school policy
- To ensure the behaviour management system is implemented in the department so that effective learning can take place
- To support the school in meeting its legal requirements for worship
- To continue your own personal development as agreed
- To engage actively in the Appraisal process.
- To undertake any other duty as specified by STPCB not mentioned in the above
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Person Specification

Curriculum Lead for Expressive Arts

Personal Specification:

The successful candidate will need to be able to articulate a clear vision for the teaching of Music and Drama as well as the ability to make a contribution to whole school activities through the Expressive Arts. The Governors will consider applications on the basis of each candidate's ability to meet the following essential criteria:

Selection Criteria	Essential	Desirable	A = Application I = Interview R = Reference
Faith Background			
Practising Catholic with a reference from your Parish Priest. <i>(It is not a pre-requisite that applicants are Catholics)</i>		✓	A R
Qualifications			
Qualified Teacher Status	✓		A
Recognised Degree or Equivalent	✓		A
Evidence of appropriate continued personal and professional development	✓		A
Experience			
<i>The successful candidate will have:</i>			
Proven success/ability in teaching across the secondary phase	✓		A
Previous leadership responsibility within the Expressive Arts		✓	A
A track record in school improvement and the raising of standards to the highest level	✓		A I R
Successful preparation of candidates for public examination	✓		A R
Involvement in the development of an appropriate curriculum	✓		A I R
Leadership and Management skills			
<i>The successful candidate will have proven ability employing a range of leadership styles in:</i>			
Curriculum review, evaluation management and development		✓	A I
Establishing and developing successful policies and procedures in Expressive Arts		✓	A I
Prioritising, planning, organising and evaluating the work of the Expressive Arts Department	✓		A I
Communication skills			
<i>The successful candidate will be able to:</i>			
Communicate effectively, orally and in writing to a range of audiences (pupils, parents, colleagues and governors)	✓		A I R
Negotiate and consult effectively		✓	A R

<i>Selection Criteria</i>	Essential	Desirable	A = Application I = Interview R = Reference
Self-Management			
<i>The successful candidate will be able to:</i>			
Work under pressure and meet deadlines	✓		A I R
Prioritise and manage their own time effectively	✓		A I
Achieve challenging professional goals	✓		A I R
Knowledge and skills			
<i>The successful candidate will be able to:</i>			
Demonstrate emotional intelligence and social awareness	✓		I R
Understand the use and application of ICT in a range of contexts		✓	A I
Understand the purposes of the departmental curriculum and its relationship to the whole school curriculum	✓		A I R
Show an understanding of the process of departmental review and self-evaluation	✓		A I R
Demonstrate the ability to evaluate the standards of teaching and learning & dissemination of good practice		✓	A I
Deploy effectively and efficiently financial and other resources		✓	A I
Show an awareness of development planning and target setting	✓		A I
Personal Attributes and Professional Qualities			
<i>The successful candidate must have and be able to demonstrate:</i>			
Personal impact and presence	✓		A I
Adaptability to changing circumstances and new ideas and an ability to challenge the status quo	✓		A I
High levels of motivation and a commitment to high standards	✓		A I R
Analytical, creative and flexible thinking	✓		A I
Reliability and integrity	✓		A I
Self confidence		✓	I
The ability to promote team values and encourage others to do the same		✓	A R
The capacity to manage and enthuse professional staff in a way that promotes an atmosphere of co-operation and mutual support		✓	A R
Commitment			
<i>The successful candidate will have a commitment:</i>			
Safeguarding pupils and following all safeguarding policies and practices	✓		A I
To play a leading role in sustaining and developing the Catholic ethos of the school. This would be evident in the positive contribution made to whole school worship and the prayer life of the school	✓		A I
To equal opportunities	✓		A I
To participating fully in the life of the school	✓		A I

Equal Opportunities

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the post. If, however, a certain task proves unachievable, job redesign will be fully considered. We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Safeguarding Commitment

The school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should always work, and be seen to work, in an open and transparent way.