



Head of Media
MPS/UPS plus TLR 2b (£4,397pa) negotiable according
to experience
To Start in September 2017



JOB PROFILE – Head of Media

JOB TITLE

Head of Media

JOB PURPOSE

To ensure that the negotiated aims and objectives of the Faculty (which reflect those of the school and are set within agreed school policy) are achieved, by enabling the staff to deliver the curriculum effectively.

ACCOUNTABLE TO

Head of Faculty

ACCOUNTABLE FOR

The line management of staff within the Media Department

KEY ACCOUNTABILITIES

1. Accountable for the experiences offered to students within the Media department.
 - a. To develop, promote and monitor whole school policies and procedures with specific responsibility for improving the quality of teaching and learning within the Media Department.
 - b. To audit and plan the curriculum provision and enrichment within the Media Department.
 - c. To create, review and update effective schemes of work for all key stages which support and enable the highest quality teaching.
 - d. To observe classroom practice, offering targeted support when necessary in line with whole school quality assurance programmes.
 - e. To review student work in line with whole school Quality Assurance procedures.
 - f. To implement a consistent approach to assessment and reporting within the faculty that ensures student progress.
 - g. To manage student behaviour, sanctions and rewards within the Media department.
 - h. To ensure the Media department promotes a stimulating learning environment.
2. Accountable for the effective use of human and material resources within the faculty.
 - a. To contribute to the appointment of staff to the faculty.
 - b. To deploy teaching and support staff within the faculty.
 - c. To carry out Performance Management in line with whole school procedures.
 - d. To promote and support professional development within the faculty.
 - e. To manage a budget and oversee effective allocation of material resources within the faculty.
3. Accountable for the effective use of data
 - a. To analyse data and monitor and track progress of all students towards targets.
 - b. To plan appropriate intervention strategies to support progress of all students towards targets.
 - c. To liaise with the Head of Inclusion.
 - d. To liaise with and provide all necessary information for the Exams Officer.
4. Accountable for communication and consultation.

- a. To organise faculty meetings ensuring the focus is on the improvement of Teaching and Learning.
- b. To complete documentation in line with whole school self-evaluation, curriculum monitoring and quality assurance procedures.
- c. To promote good relationships and effective liaison with parents/carers to support student progress.
- d. To promote the sharing of best practice within the federation.

Subject Specific Information

Our English and Media Department prides itself on its very good results and very good relationships with the students. We are committed to seeking the best routes and strategies for all our students so that all make progress and enjoy English and Media at Oxted. We are a large and friendly department of 24 staff.

Our team have an innovative and forward thinking ethos; we enjoy the opportunity to be creative in producing our own tailored lessons that follow core schemes of work. The department includes staff with a range of experience who share good practice of teaching and learning in the department and across the whole school.

We are passionate about encouraging wider reading in our students, and run extra-curricular opportunities such as the Carnegie Shadowing Scheme and a 'Get Caught Reading' week. Years 7 and 8 participate in the Accelerated Reader Scheme, which has been very successful. We have very good links with the well-stocked and popular school library and all classes in Years 7 and 8 have a fortnightly dedicated library lesson.

English is mostly taught in mixed ability groups, although we do have accelerated groups for the more able in years 8-11. It is our policy to enable all students to fulfil their potential. As far as is practical, teachers teach classes across the range of ability and age. Media is a popular option at GCSE.

A level subjects offered include English Literature, English Language and Literature, Media Studies and Communication and Culture Studies, all of which are very popular and successful. We follow AQA GCSE English and English Literature; Eduqas Media at GCSE and A Level; A level AQA English Language and Literature; and OCR A Level English Literature.

We believe we are friendly and supportive to colleagues and students, and that we offer a rewarding, stimulating and inspiring environment in which to work.

Miss S. Choolun
Head of Faculty

Person Specification – Teacher

The following selection criteria are the skills and experience required for this position

- Excellent subject knowledge and a relevant degree and teaching qualification.
- Evidence of career progression/Continuing Professional Development.
- The ability to use a range of teaching methods in the classroom and to promote a stimulating learning environment.
- The ability to lead and motivate a team and the vision and skills to manage change effectively.
- The ability to work to and achieve high standards.
- The confidence, competence and temperament to be an excellent role model.

- Enthusiasm and a sense of purpose in the delivery and assessment of the curriculum.
- Ability to interpret data and develop intervention strategies to improve students' learning.
- The ability to communicate effectively to a range of audiences, in writing and in person.
- Competent user of ICT with the ability to use these skills in the classroom.
- Commitment to departmental extra-curricular activities.
- Energy, commitment and the desire to use the experience offered by this post for promotion.

General Duties

In addition to his/her particular teaching within the department, the successful applicant will be expected to take a full and active part in the life of the school. The school day at Oxted School is structured so that the bulk of the teaching takes place before a second break of 40 minutes. Periods 1 and 2 are followed by a 20 minute tutor time or assembly. Periods 3 and 4 take place after a 30 minute first break. The afternoon session contains period 5. Lessons are one hour long and we work on a two week timetable. NQTs are allocated 38 periods teaching per fortnight while other staff without management responsibilities are allocated 42 periods teaching. In addition the vast majority of teaching staff will be form tutors.

Safeguarding

The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).

The Howard Partnership Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.