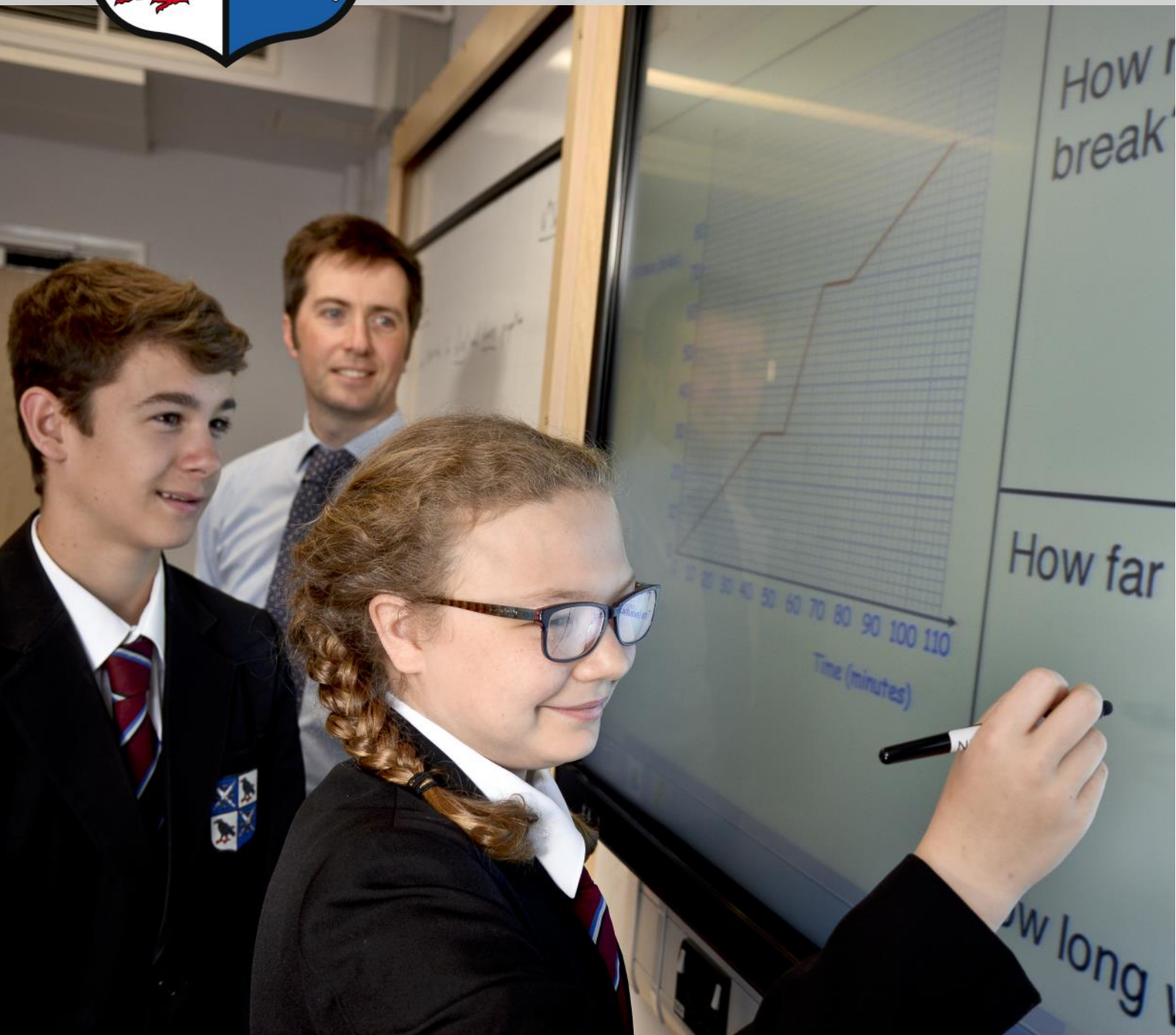


BRIEF FOR THE POSITION OF **HEAD OF MEDIA STUDIES**

JANUARY 2018



Lord Williams's School

Sic itur ad astra a tous venaunts



Lord Williams's School is a thriving and popular comprehensive school. It is the only secondary school in Thame, a market town of 12,000 people, set in attractive countryside within easy reach of Oxford (12 miles), Aylesbury (9 miles), London (45 miles via M40) and the Chilterns. The school receives students from the town itself and several nearby villages. Particular attention is paid to each individual student by promoting their personal, social and educational development to enable all to achieve at the highest level possible.

Our school mottoes are:

***Sic itur ad astra (thus the way to the stars)
a tous venaunts (for all comers)***

The school is fully comprehensive and was formed in 1971 by the amalgamation of Lord Williams's Grammar School, founded in 1559, and the Wenman Secondary Modern School. The Grammar School site on Oxford Road has been developed for students in Years 10-13 and the other site at Towersey Road has become the Lower School for students in Years 7-9.

Lord Williams's School has been judged 'Outstanding' by Ofsted:

"Lord Williams's is an outstanding school. It offers its students an exceptionally broad range of opportunities to develop their talents and interests, through a very well-resourced curriculum and the strong commitment of staff to a rich extra-curricular programme."
Ofsted, 2011

As a result of our continuing success, Lord Williams's School is consistently oversubscribed.

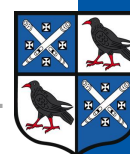
We admit between 320 and 350 students each year. We work very closely with our partner primary schools in the Thame Partnership to ensure a smooth transition from Year 6 to 7. There is a Sixth Form of 500 and a total school roll of over 2100. There are 300 teachers and support staff.

We promote high quality teaching and learning. We attract talented, committed and conscientious teachers who produce stimulating and challenging learning activities helped by experienced support staff. Teamwork is a key feature of our work. We are an inclusive school; we cater for all abilities and we provide access for all students. This is reflected in our work with the more able, with students with a range of learning and other difficulties and in our admissions policy for the Sixth Form.

We hope you will be interested in working at Lord Williams's School and look forward to receiving your application.

David Wybron, Headteacher

www.lordwilliams.oxon.sch



Teaching & Learning

Teaching is organised through faculties with strong team structures for organising learning activities and curriculum materials. Teachers are always keen to build on proven best practice and to incorporate new ideas into their work. The Sharing Best Practice group is just one of a number of groups which focuses on the quality of the learning experience. Our school is committed to the principles of Assessment for Learning and has a long history of working with leading practitioner, Dylan Wiliam.

Students are placed in tutor groups within year teams led by a Head of Year and Pastoral Support Officer. Most teachers are tutors.

High priority is given to supporting students with special needs including those who are most able. As far as possible students with learning difficulties are supported within mainstream classes. The school incorporates the Communication and Interaction Resource Base for children on the autistic spectrum, with speech, language and communication needs. Most of the students spend time in mainstream lessons supported by a teacher or teaching assistant.

The success of a school depends upon the strength and cohesion of the entire staff. Colleagues enjoy administrative support from the team of support staff. We have skilled and dedicated teams who work well together throughout the school; this creates a very positive atmosphere. The Governors are keen to appoint people of considerable all-round ability with commitment to maintain and develop our work.

The school is an equal opportunities employer and welcomes applications from all sections of the community, irrespective of gender, ethnic origin, sexual orientation or disability.



Examination Results



The 2017 GCSE results were amongst the school's best ever, with 73% of students achieving 5 A*-C/9-4 (including English and Mathematics at 4+), and a positive "Progress 8" score. This was the third year in succession in which the school exceeded the Fischer Family Trust D figure for "all students".

In Mathematics, the school had another year of excellent performance, with 82% of the cohort achieving grade 4 and above. In English, 85% of the cohort achieved grade 4+. In Science, 72% of the cohort achieved A*-C in Core Science. This improved further with an 82% A*-C figure for Additional Science. The 2017 FFT analysis shows 20/24 subjects achieving positive value added scores.

At AS and A2 student achievement also showed positive value added scores, following on from excellent GCSE results for this cohort in 2015. 26 out of 30 subjects achieved a 100% pass rate. We are an inclusive Sixth Form and are providing improved life chances for a significant number of students. Just over 70% of Year 13 students went on to study with higher or further education providers and 24% secured places at Russell Group universities.



Working at Lord Williams's School

Staff Development

At Lord Williams's School particular attention is paid to staff development and to staff participation. Each year all staff have the opportunity to review their work and discuss their ideas for the future.

Training is provided to support changes and the particular needs of staff. There is a comprehensive internal training programme and colleagues are also supported to attend external training and events. As a large school, there are many opportunities for career progression.

Support for newly qualified teachers includes a reduced timetable, a planned induction programme and mentor support.

The school has a strong partnership with the Oxford University Department of Educational Studies. We take part in its PGCE programme which is school focused with interns and tutors working with school staff in a co-operative way. It has brought considerable stimulus to our own staff development work.



Facilities

The school has excellent teaching facilities and each faculty has its own dedicated suite of rooms on both sites. The Sixth Form has its own separate accommodation on the Oxford Road site. The Foundation Centre, formerly a boarding house, has been developed to provide Sixth Form facilities.

A number of building projects have been completed recently including a new science and mathematics building, astro-turf pitch, vocational skills centre and dedicated dance & drama studio.



Extra-curricular activities

Lord Williams's School offers a wide range of extra-curricular activities, in many of which it has excelled, especially in dance, drama, music and sport.

All Year 8 students take part in a week's outdoor education camp in July.

The intention is to cater for the interests and abilities of all the students and to encourage everyone to participate.

Students are involved in adventurous activities throughout school, all the way up to the World Challenge Expedition in the Sixth Form.

There is a thriving Duke of Edinburgh's Award Scheme.



Staff Benefits

Salaries and Pensions

The school is pleased to offer the following:

Teaching Staff

Pay and conditions of service set out in the current School Teachers' Pay and Conditions Document and the 'Burgundy Book'. Teachers' Pension Scheme (TPS).

Support Staff

Pay and conditions of service set by the National Joint Council for Local Government Services known as the 'Green Book'. The Local Government Pension Scheme (LGPS).

All Staff

Lord Williams's School recognises previous continuous service with any Local Authority (or one of its constituent authorities under the Local Government Act 1972) which runs up to the date on which you start work with us.



Moving to Oxfordshire

The Government's **Help to Buy** initiative is designed to help people purchasing their first home. Further information may be obtained from: www.helptobuy.gov.uk

Accommodation at Lord Williams's School

To ease the transfer to Oxfordshire, Lord Williams's School has its own on-site one bed-roomed flats and bedsits which are available on short-term lets.



Childcare

Lord Williams's School has a popular, purpose-built Day Nursery which cares for children aged from 6 weeks to 5 years. Based on the Oxford Road site, the Nursery accommodates 39 babies/children of staff and members of the local community. The Nursery is open during term time and half term breaks. School staff benefit from discounted rates. www.lordwilliamsschooldaynursery.co.uk

Childcare Vouchers – Kiddivouchers

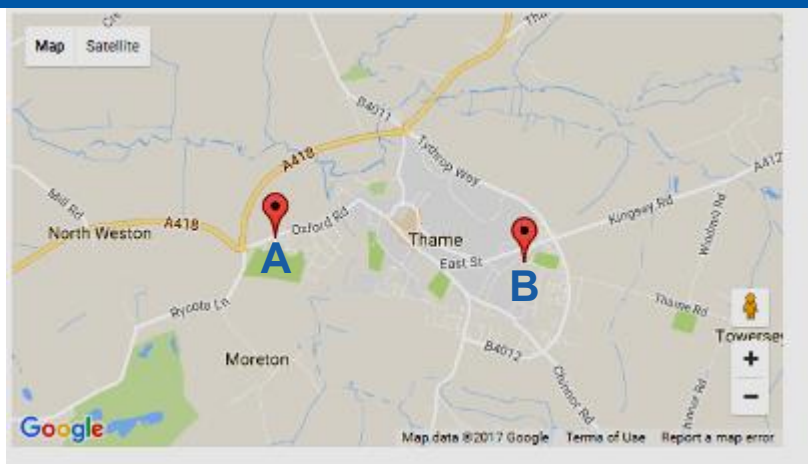
Childcare vouchers are part of a Government scheme designed to help parents afford childcare whilst at work. As a Lord Williams's School employee you would be eligible to join the Kiddivouchers scheme (dependent on the length of your employment contract). Lord Williams's School Day Nursery accepts Kiddivouchers. www.kiddivouchers.com

Safeguarding

Lord Williams's School is committed to safeguarding children and all school employees are required to have an enhanced Disclosure and Barring Service check. Any offer of employment is subject to satisfactory medical, references, Asylum and Immigration status and DBS clearance.



Location



Lord Williams's Upper School (A)

Oxford Road, Thame,
Oxon. OX9 2AQ

Lord Williams's Lower School (B)

Towersey Road, Thame,
Oxon. OX9 3NW

Thame

Thame is a market town of 12,000 people, set in attractive countryside within easy reach of Oxford (12 miles), Aylesbury (9 miles), London (45 miles via M40) and the Chilterns. The school receives students from the town itself and several nearby villages.



T: 01844 210510 **E:** office.4580@lordwilliams.oxon.sch.uk

W: www.lordwilliams.oxon.sch.uk  **@LordWilliamsJob**



HEAD OF MEDIA STUDIES

General

Thank you for your interest. This is an excellent opportunity to join one of Oxfordshire's largest and most successful schools, judged 'Outstanding' in the latest Ofsted report. We wish to employ, from September 2018, a well-qualified, enthusiastic and committed teacher to take responsibility for being Team Leader of Media Studies. The post is permanent; full time or part-time will be considered. In addition to leading this subject area you will also have the opportunity to teach English.

The school is situated in a pleasant campus over two sites. Effective administrative systems support the two sites. Students are well-behaved and motivated, and there is a strong sense of community in Thame, with a committed parent support base.

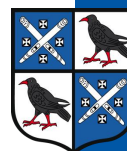
The School

The school is the only school serving the market town of Thame and surrounding villages. It is a popular school and always oversubscribed. It is a split site school – Years 7-9 on our Lower School site and Years 10 -13 on our Upper School site. There are around 500 students in our Sixth Form and we attract many students from other schools, post-16. Teamwork is a key feature of school life and so is partnership with our feeder primary schools. There is a strong drive to establish powerful curriculum links cross phase with teachers collaborating on a range of projects.

The English Faculty

Media Studies is part of the English Faculty. English is taught in mixed ability groups at Key Stage 3 and in mixed ability groups at Key Stage 4 apart from two top sets, to enable focused teaching for more able students. The English Faculty offers English Literature, English Language and Media Studies at Key Stage 5 and there are currently two Media Studies groups in Year 12 and three in Year 13. Last year 63% of the students achieved grades A*-C in English Language, 71% achieved A*-C in English Literature and 77% achieved A* - C in Media Studies.

Media Studies at Lord Williams's School currently consists of a team of five teachers. We follow the Eduqas A Level course. There is a programme of trips to places such as Sky Studios. Students frequently carry out filming for school events and are encouraged to consider careers in Media. Many of our students have gone on to successful careers in the industry.



HEAD OF MEDIA STUDIES

Application

We hope you are interested and want to follow up with a firm application. Please apply using the Teacher Application Form on our website and include a covering letter. In your letter you should say why you are interested in the post and summarise your most relevant experience. You may also choose to include details of your particular interests.

Completed Applications should be sent to personnel@lordwilliams.oxon.sch.uk
Contact number for telephone enquiries: 01844 210621

The closing date for receipt of applications in the school is **9am on Monday 29th January 2018**.

Lord Williams's School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



HEAD OF MEDIA STUDIES

Post: English Faculty: Head of Media Studies
Salary: Teachers Main Pay Scale/Upper Pay Scale + TLR2A - £2,667
Line Management: Head of Faculty - Assistant Head - Head

Introduction

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher who, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the Stress at Work Policy and the Dignity at Work Policy.

Principal Responsibilities

To meet all the requirements of the Teachers' Standards, September 2012:
please see: <https://www.gov.uk/government/publications/teachers-standards>

General Duties

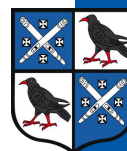
You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation. Specifically for the year 2017 - 2018:

Teaching and Learning

1. Plan, prepare and deliver high quality lessons to students at some or all of Key Stages 3, 4 and 5 including Media Studies post -16.
2. Report on progress and any concerns to line manager and parents.
3. Contribute to curriculum development work of the team.

Pastoral Care

To provide high quality pastoral care as a tutor to a group of students in one year group.



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Main Responsibilities

In addition to the duties outlined above you will be responsible for the following for which a Teaching and Learning Responsibility payment will be awarded.

Leading Learning: To set high academic expectations and ensure that all students are encouraged to maximise their learning potential.

- To ensure that subject curriculum developments are suitably explained and tailored to the needs of all students, leading the development of subject Schemes of Work
- To ensure with your team that all Schemes of Work are coherent, purposeful and stimulating
- To lead subject specific initiatives to improve learning as detailed in the Faculty/Department Development Plans
- To work with Sixth Form Pastoral Leaders & others in identifying and responding to individual student needs
- To ensure that the subject environment and resources are conducive to good learning and are safe and secure for all students, using risk assessments as appropriate
- To support work in the Faculty on monitoring and evaluating student performance
- To present an overview of learning needs and successes to Head of Faculty and contribute to sharing good practice
- To help ensure that lessons are differentiated appropriately for the needs of all students
- To support in the leadership of Key Stage specific initiatives to improve learning as detailed in the Faculty Development Plan
- To manage assessment and reporting within the relevant Key Stage, following school systems and protocols and liaising with the Exams and Assessment team
- To work with Learning Support, Pastoral Leaders & others on appropriate student groupings
- To ensure that the relevant Key Stage environment and resources are conducive to good learning and are safe and secure for all students, using risk assessments as appropriate

Leading Your Subject Team and Developing Teaching Responsibilities: To work closely with your team to maintain the highest teaching standards.

- To support your Head of Faculty in ensuring the health, safety and welfare
- To support Head of Faculty in the process of Faculty monitoring and self-evaluation, including monitoring the quality of teaching within the Faculty and contribute to the Faculty Development Plan
- To support in the leadership of Faculty/Departmental and other meetings and ensure action points are met. Keep abreast of subject developments, and attend relevant Key Stage meetings where possible
- To support and advise the Head of Faculty on recruitment and timetabling issues
- To ensure that curriculum decisions are appropriately communicated to all interested parties
- To assist in the appraisal of colleagues within your team, under the guidance of your Head of Faculty & provide CPD training or guidance, advice or support as appropriate
- To lead department in the process of departmental monitoring and self-evaluation, including monitoring the quality of teaching within the department and contribute to the Faculty Development Plan
- To facilitate transition from Key Stage 4 and contribute to recruitment of students at Key Stage 5



HEAD OF MEDIA STUDIES

- To ensure that school curriculum priorities are championed and accounted for, e.g. managing the incorporation on AfL into the subject's Schemes of Work
- To support in managing the work of the Faculty's/Department's support staff (technicians, Administrators and specialist TAs) and contribute to their Professional Development
- To manage the delegated subject budget
- To lead the subject team to develop and maintain resources for short notice cover

General Responsibilities

All staff employed by Lord Williams's School are expected to work within the following policies and procedures:

Safeguarding

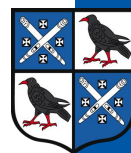
Ensure that all School child protection policies are adhered to and concerns are raised in accordance with these policies.

Health and Safety:

- take reasonable care of their own Health, Safety and Welfare and that of others who may be affected by what they do or do not do
- be familiar with emergency and First Aid procedures
- cooperate with all issues involving Health, Safety and Welfare
- use work items provided correctly and in accordance with training and instructions
- not interfere with or misuse anything provided for protection of Health, Safety or welfare
- report any Health, Safety or Welfare concerns to their line managers as soon as is practicable
- ensure tasks are completed in a safe manner

Security and data protection:

- work within the confines of the Data Protection Act and to take appropriate measures to ensure the security and confidentiality of data.



HEAD OF MEDIA STUDIES

Post: English Faculty: Head of Media Studies

Salary: Teachers Main Pay Scale/Upper Pay Scale + TLR2A / 2(1) - £2,667

Education/Training

Essential: Graduate (in related discipline)
PGCE or other appropriate teacher training qualification

Desirable: Media Studies graduate

Relevant Experience

Essential: Teaching in a secondary school

Desirable: Teaching in a mixed 11-18 comprehensive school

Relevant Skills/Aptitudes:

Teaching and Learning

Essential: Very good classroom teacher, potential to be excellent
Broad understanding of curriculum and learning issues
Ability to teach A Level Media Studies

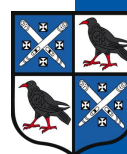
Desirable: Appropriate ICT Skills
Basic understanding of / familiarity with software such as Serif Movie and Serif Web

Safeguarding

Essential: Motivation to work with children and young people
Ability to form and maintain appropriate relationships and personal boundaries with children and young people
Emotional resilience in working with challenging behaviours

Special Requirements

Essential: Love of the subject and ability to inspire
Committed to high standards from all students
High Expectations of colleagues
Promotion of equal opportunities
Keen to develop leadership and management skills
A supportive and guiding influence
A team worker



HEAD OF MEDIA STUDIES

Post: Head of Media Studies

Salary: Teachers Main Pay Scale/Upper Pay Scale + TLR 2A / 2(1) £2,677

Hours: This post is permanent, either full-time or part-time will be considered.

Line Management

The post holder reports to the Head of Faculty.

Terms and Conditions

The Thame Partnership Academy Trust employs teaching staff working at Lord Williams's School on the conditions of service contained in the General Terms and Conditions of Employment for Teaching Staff.

Safeguarding

Lord Williams's School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant employment checks.

