



Notre Dame

CATHOLIC SIXTH FORM COLLEGE

POST	HEAD of MEDIA & CREATIVE DIGITAL MEDIA
RESPONSIBLE TO	ASSISTANT PRINCIPAL
SALARY SCALE	SFCA Pay Spine: NSP 1-9 £24,908 - £39,329 plus Two Responsibility Allowance Points (2 x £1,030 = £2,060) per annum raising to 3 x RA subject to growth in student numbers (an additional £1,030 per annum); paid incrementally subject to satisfactory appraisal. This post is on an Extended contract of 210 days per year.

We are looking for an inspirational and visionary individual who can build on the academic success of the Media department, to lead and further develop the team. This is a new post, to compliment the College position as the city leader in providing Digital curriculum at Level 3, and importantly providing another pathway for high school students who study Creative Digital Media at Level 2. You should have a track record of outstanding success and be committed to providing the highest quality education for all students. The post will commence 1st January 2021.

Media & Creative Digital Media at Notre Dame Catholic Sixth Form College

We are looking for a well-qualified, able and enthusiastic individual to lead and inspire the department. Media Studies is a highly successful department, achieving outstanding ALPs, demonstrating year on year excellent progress. Currently nearly 100 students are studying A-level Media Studies WJEC/EDUQAS Specification. The successful candidate will also lead on the Cambridge Technical (CTEC) Level 3 Creative Digital Media, which will start September 2021.

There is a mutually supportive, friendly and professional atmosphere within every department at Notre Dame with a strong emphasis on enabling all students to realise their potential. The media classes are taught in very pleasant, well-resourced specialist rooms which include a suite of apple Macs and a Green Room. There is excellent technical support from our specialist Drama & Theatre technician, with specialist knowledge of lighting and sound.

The post offers the opportunity for an experienced or aspirational leader with a track record of outstanding success to make a significant contribution to the future of Notre Dame within an inclusive environment, with a real commitment to the personal and academic development of all students.

MAIN PURPOSE OF JOB

To lead the subject of Media & Creative Digital Media and manage the team of staff.

Responsible for:

- Maintaining an outstanding quality of education as evidenced in all the key performance indicators for students within the department
- The line management and supervision of all teaching staff within the department

- To regularly liaise with SLT to support the provision of an outstanding quality of education for all students within the department.
- To actively live out the College's Mission & Ethos

Duties to include:

Management responsibilities

- Provide effective leadership and management of the Media & Creative Digital Media department to provide outstanding standards of student achievement and attainment within the department.
- To coach, develop, motivate and inspire colleagues within the department in line with the College's Ethos and Mission Statement.
- To lead the department in embracing a varied and effective range of teaching and learning styles appropriate to the post-16 learner through the development of a team culture including the appropriate integration of ILT into programmes of study.
- Manage the deployment of staff and physical resources flexibly and efficiently, to ensure all aspects of service are effectively covered.
- Provide a full contribution to marketing, admissions, enrolment, and induction processes and procedures, to ensure agreed quality standards are met. This includes interviewing and assessing potential students.
- To lead the curriculum and curriculum development of the department.
- To rigorously monitor and track the Quality Assurance in the department's teaching, learning and assessment to ensure consistency of provision
- To produce an annual SAR (Self Assessment Review) and rigorously monitor this involving both staff and students in order to maintain outstanding provision.
- To be a 'champion of the student' and to have overall responsibility for monitoring and improving student performance in terms of pass rates, high grades, value added and retention.
- To develop a vibrant, enriching and enjoyable experience for all students within the department.
- To manage the departmental budget.
- To manage, guide, direct and undertake Professional Management Reviews/Appraisals with staff within the department and ensure their training and development needs are identified and met.
- To manage administrative tasks required in promoting, delivering and assessing the department's learning programmes.
- To allocate responsibilities within the department in order to maximise the skills and talents of individuals.
- To provide opportunities for formal and informal meetings within the department.
- To be responsible for all relevant and timely reports to SLT and Governors
- To be responsible for ensuring that all staff and students in the subject area comply with all the College's policies and procedures.
- To lead on and contribute to activities which publicise and promote the work of the department, including assisting in liaison with partner schools, higher education, employer engagement, examination boards, awarding bodies and other relevant external bodies where appropriate, in order to achieve an effective, proactive and successful working partnership.
- To develop strategies to maintain retention and achievement in line with college and national benchmarks.
- To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Teaching, Learning and Assessment:

- To manage and monitor the development of teaching and learning within the department
- To contribute to the provision of a stimulating teaching environment and to undertake an appropriate programme of teaching in accordance with the duties of a main scale teacher.
- To undertake the assessment of students' work in accordance with the College's assessment policy.

Curriculum Provision and Development:

- To contribute to the development and delivery of curriculum subject(s) at different levels.
- To manage the development of resources, schemes of work, marking policies and teaching, learning, assessment strategies in the department.
- To manage and monitor students to ensure high attendance and punctuality
- To monitor, support, and report on the progress and development of individual students as required.
- To manage and promote high expectations for learners behaviour and conduct within the department
- To motivate the department to inspire students to have highly positive attitudes to their learning, including a commitment to independent study.
- To contribute to effective communication and consultation with parents of students when appropriate. This includes report writing and attendance at Parents' Evenings or other occasions designated by the College.
- To manage the departments' Moodle and Microsoft Teams area.

Quality Assurance and Professional Development:

- To actively participate in staff development activities.
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To contribute to and participate in the College's procedures for lesson observation.
- To contribute to the College liaison and information events e.g. attendance at the Open Morning and Parents' Evenings, and any annual Presentation Evening.
- To manage the development and planning of courses within the department and assist with the planning of department timetables.
- To hold and attend meetings in accordance with the College meetings' schedule

Other:

- To have regard to the principles and values expressed in the College's Mission Statement.
- To demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College policy
- To have full regard for the College's Equality and Diversity and Health and Safety requirements
- To undertake any other duties that may be reasonably assigned by the Principal

This job description may be subject to revision depending on the future needs of the post and the College. Any changes will be discussed with the post-holder prior to implementation

PERSONAL AND PROFESSIONAL REQUIREMENTS

Method of Assessment

A = Application I = Interview T = Task C = Certificate/s R = Reference

Essential	Method of Assessment
• A Good Honours Degree in Media & Creative Digital Media or relevant subject	A, C
• Post Graduate Certificate of Education or equivalent (Secondary or F.E.)	A, C
• Able to demonstrate outstanding results at A level, Level 3 and/or GCSE	A, I, R, T
• An excellent classroom teacher	A, I, R, T
• Able to demonstrate expertise in media technologies, for example Adobe Photoshop and Premier	A, I, R, T
• Able to demonstrate successful experience of managing and developing staff	A, I, R, T
• Able to display high levels of skills in the management of learning	A, I, R
• Have a high level of communication and interpersonal skills	A, I, R, T
• Have an ability to enthuse, inspire and motivate staff	A, I, R
• Have an ability to set and achieve high standards for themselves, colleagues and students	A, I, R, T
• Have a high level of organisational and administrative skills with an ability to prioritise workloads and meet deadlines	A, I, R, T
• Be relentlessly proactive with students, staff and all members of the College community	A, I, R, T
• Have a commitment to a student-centred approach to the learning process	A, I, R, T
• Have the ability to manage student progress and achievement and complete all relevant documentation	A, I, R, T
• Have an awareness and understanding of current developments in the Media & Creative Digital Media subject area	A, I, R, T
• Have a sense of humour, be able to keep issues in perspective, celebrate success and address under productivity.	A, I, R, T
• Experience of implementing effective quality improvement strategies	A, I, R
• Experience of using value added and other data to raise standards	A, I, R
• Excellent interpersonal and communication skills	A, I, R, T
• The ability to lead a team effectively	A, I, R
• Excellent record of attendance and punctuality	A, R
• Commitment to Safeguarding and promoting the welfare of young people	A, I, R, T
• Have a good knowledge of recent developments in the sixth form sector	A, I, R

<ul style="list-style-type: none"> • Display the values, attitudes and behaviour consistent with the Catholic ethos of the College 	A, I, R, T
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To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae).** It is vital that you fill in the form as fully and accurately as possible.

At the initial shortlisting stage we will pay particular attention to how well your experience and skills fit **the criteria of the Person Specification and you should address each of these clearly in your application.**

The College is committed to Safeguarding and promotes the welfare of young people and expects all staff, students and volunteers to share this commitment.

In promoting equality we welcome applications from all sections of the community.

This post is subject to an enhanced Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. If you are selected for interview you will be required to consent to the necessary enquiries being made.

Completed Notre Dame application forms should be e-mailed to jobs@notredamecoll.ac.uk

If you are unable to access and complete our Notre Dame application form, you may apply using 'Quick Apply' on TES and return via the TES Portal.

Closing date: 9am on Wednesday 14th October 2020

It is intended that interviews will take place on **Monday 19th October 2020**

Applicants who have not been contacted within four weeks of the closing date should assume that, on this occasion, their application has been unsuccessful.

Thank you for your enquiry and interest in this post.

About Notre Dame Catholic Sixth Form College

Notre Dame Catholic Sixth Form College is one of the top sixth form colleges in the country with a historical track record of success. We are extremely proud of all our students' achievements, especially the individual progression that they each make in their time with us. The success is built upon teamwork between staff and students. Our staff are passionate about working with young people and always go the extra mile to provide guidance and support to help them succeed.

We are in a prime central location adjacent to Leeds University, within walking distance of the city centre with good transport connections to the rail/bus stations, uniquely situated down a tree lined avenue which provides a peaceful almost non-urban setting. Parking on site is provided.

Our core activity is to provide education for students aged 16-19, offering a range of A Level and BTEC courses, at both level 2 and 3. We are a highly successful college of approximately 2000 full time 16-18 year olds and oversubscribed each year. Student destinations are excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places, and with an increasing number of students opting for apprenticeships. Students study in a purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter.

An Outstanding College

We are Ofsted grade 1 Outstanding and have a sustained track record of outstanding results at A level and BTEC/CTEC as measured by ALPs, which puts Notre Dame Catholic Sixth Form College one of the top Sixth Form Colleges in the country. There is a culture of high expectations and rigorous quality improvement in all areas with students continuously achieving well above their target grades and making a positive contribution to the College and its wider community. Student attendance and behaviour are exemplary, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

Our Community

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment that lives by its mission to build a community based on faith and trust. The College has a high proportion of students from disadvantaged areas (the College is in the lowest quartile of providers nationally in terms of disadvantage). Students are supported in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Links with the Catholic and local high schools are very strong. The Principal meets regularly with Head Teachers to discuss and share a wide range of curriculum, pastoral and strategic issues. Relationship with the Diocese of Leeds are maintained through the foundation governors.

The College has outstanding links with both the local and wider community. Learners and staff fully contribute to this for example, students at the College are encouraged to engage in volunteer work within the community. Voluntary work is carried out in the local community by the CAFOD

Group; Health and Social Care students; the Medevs (medical, dentistry and veterinary Media & Creative Digital Media enrichment group) and Chaplaincy. The curriculum departments also contribute widely to the links with local community groups, employers, charities and local primary schools.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama and overseas visits. There is a first class programme of student support and a very active Chaplaincy group.

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

Staff at Notre Dame Catholic College

Notre Dame Catholic College has achieved all of its success through the hard work, skills and commitment of all staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Notre Dame's curricular and pastoral offer to its students.

What our staff say about Notre Dame Catholic College

Teacher of Media & Creative Digital Media

'I have worked here for 13 years because it is a college which cares about the students both academically and pastorally and which allows them to achieve their potential.'

Head of Department

'Working at Notre Dame was the best career decision I could have made. Since my first day I have always felt supported, challenged but above all empowered to teach my subject the way I want to teach it.'

Course Leader

'I am new to the College and I have found everyone to be so supportive and helpful. There is an air of kindness and I am trusted to do my best for our students. Everyone is in it together to work, succeed and grow.'

Teacher of Health and Social Care

'I have been here for nearly 9 years and cannot believe how fast time has flown. I absolutely love it here, the great students, the wonderful staff who are genuinely so caring and the feeling of being part of such a 'tight' family. We all do work hard, but I don't mind as I feel valued and appreciated. Even though I am Sikh, I have always felt a strong sense of connection within this Catholic college allowing me to develop strong friendships. I honestly believe that my time at Notre Dame has enabled me to be the best possible version of myself as a professional and as a person.'

What our students say about Notre Dame Catholic Sixth Form College



Name: Amy Kitchingman

High School: Bruntcliffe School

Programme of Study: A level English Literature, English Language, History and EPQ

Careers/ university aspirations: BA English at the University of Cambridge

What do you like most about Notre Dame:

Notre Dame enabled me to follow my dreams with the support of the amazing Enhancing Excellence scheme and the English Department.



Name: Isacc Grinnell

High School: David Young Community Academy

Programme of Study: A level Politics, Art and Geography

Careers/ university aspirations: BA Politics at Lancaster University

What do you like most about Notre Dame:

Notre Dame is a really good community to be a part of because you are with people your own age. I felt Notre Dame's ethos is really good and i felt it had good values about people and there is a great support system in place.



Name: Kyra Clarke

High School: Carr Manor Community School

Programme of Study: A level Business, Economics and Sociology

Careers/ university aspirations: BA Economics and Politics at The University of Manchester

What do you like most about Notre Dame:

My favourite thing about my time at Notre Dame was the excellent economics teachers who helped me find a passion for the subject I am now studying at university.