



The Charles Kalms • Henry Ronson
Immanuel
College

HMC Independent Jewish Day School for Children aged 4-18

Academic Excellence
Expert Pastoral Care
Inspiring Jewish Education



Job Description – HEAD OF MEDIA STUDIES

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	Head of Media Studies
Line manager responsibility for:	Media Studies Department
Main duties and responsibilities:	<p>Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</p> <ul style="list-style-type: none">• To meet, and exemplify wherever possible, all of the eight Professional Teaching Standards:<ul style="list-style-type: none">○ Set high expectations which inspire, motivate and challenge pupils○ Promote good progress and outcomes by pupils○ Demonstrate good subject and curriculum knowledge○ Plan and teach well-structured lessons○ Adapt teaching to respond to the strengths and needs of all pupils○ Make accurate and productive use of assessment○ Manage behaviour effectively to ensure a good and safe learning environment○ Fulfil wider professional responsibilities <p>More specifically this will include:</p> <ul style="list-style-type: none">• To lead on and implement an aspirational and ambition vision for the department.• To be fully accountable for improving and maintaining the highest standards of student progress and attainment within the Department.• To act as a model of best practice in learning and teaching.• To lead the development of appropriate syllabuses, resources, schemes of learning, marking policies, assessment and teaching and learning strategies in Media.

	<ul style="list-style-type: none"> • To actively monitor and follow up any issues with pupil progress, based on analysis of performance data. • To ensure consistently high standards of setting homework and assessment practices within the Department. • Monitor the effectiveness of the curriculum and teaching quality through lesson observation and meetings with colleagues. • To refine the aims and objectives for Immanuel College's Media Department. • To develop and maintain comprehensive records of attendance and achievement/assessment/progress of all pupils taught. • Manage the teaching quality. • Monitor the effectiveness of the curriculum and teaching quality through regular assessment. • Refine the aims and objectives of Immanuel College's Media Studies department. • Produce effective learning resources that complements the departmental aims. • Develop a comprehensive and effective tracking system to demonstrate progress. • Manage the End of Year Examination requirements for the Department. • Produce and monitor termly curriculum plans. • Manage an effective and realistic budget. • Manage the organisation of the departmental Open Day display. • Manage End of Year reports. • Knowledge and commitment to working within the framework of the College's Equality and Diversity policy.
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You may also be required to undertake such other comparable duties as the Head requires from time to time.



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Person Specification – HEAD OF MEDIA STUDIES

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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> Degree or equivalent Qualified Teacher Status (or willingness to work towards) 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> High class degree in a relevant based subject. 	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> Experience of teaching Media Studies Experience of cross curricular/whole school projects 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> Experience in leading co-curricular activities in order to raise student attainment. Successful Sixth Form teaching Experience of tutoring a group of pupils 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
Skills	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> Ability to lead, develop and enhance the department through excellent leadership and management. Good ICT skills and a good awareness of the role of ICT in supporting learning and teaching and raising achievement 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> Ability to use interactive resources in lessons. Ability to use a variety of software packages in lessons. Ability to use assessment data to inform planning and set targets. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

	<ul style="list-style-type: none"> • Relevant technical and IT skills for Media Studies teaching with cameras, lights, editing software etc. • Ability as an effective classroom practitioner • A high level of literacy and numeracy skills • Good verbal and written communication skills • Excellent organisation skills • The ability to work independently and as part of a team • Ability to use assessment data to inform planning and set targets 		
Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Excellent knowledge of learning, teaching and assessment strategies. • Maintain up-to-date knowledge of professional practice and responsibilities. • An understanding of issues related to the promotion of effective learning and teaching • A good knowledge and understanding of current curriculum developments • Knowledge of current assessment and target setting practices • Knowledge and understanding of strategies to promote positive behaviour, discipline and social inclusion 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

Personal competencies and qualities	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • 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 • Positive attitude to use of authority and maintaining discipline • Excellent inter-personal skills. Evidence of good relationships with students, parents and colleagues • Ability to motivate and inspire pupils, parents / carers and Governors. • A high level of commitment to the school and its continuing development • Flexibility and the ability to balance priorities and absorb pressure 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Willingness to take on other responsibilities within the department. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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