NORTH LEAMINGTON SCHOOL

**JOB DESCRIPTION**

**Title of Post: i/c Media**

**Salary/Grade:** **TLR 2a**

**Hours: Full Time**

**Responsible to: The Headteacher, CORE Faculty Leader**

**Purpose of Job:**

The i/c Media will take the lead for maintaining and enhancing the ethos and development of

Media at North Leamington School, in accordance with the values and core purpose expressed in

The School’s Aims.

The primary purpose of this post is to lead and manage the development of the Media department in order to raise standards in all aspects of teaching and learning for the benefit of all students and classroom based staff. The main focus will be on working with staff to improve the quality of provision and practice so that all students make outstanding progress and achievement.

**The postholder:**

1. is responsible to the Subject Leader for English and Media department on a day to day basis
2. is responsible to the CORE Faculty Leader
3. is a member of the CORE Faculty
4. fulfils all other duties as required by the Headteacher

**Key Tasks & Responsibilities:**

* Leading and managing Media across the school both in lessons and as part of the extra-curricular offer
* Working alongside the Media staff to raise standards of achievement and progress across the department
* Leading and managing the delivery and development of a high quality, rigorous quality assurance and self-evaluation process
* Leading and managing the departmental team in the development and sustainment of a positive Departmental Behaviour Policy, supported by constructive procedures, to coordinate effectively with the school’s Behaviour for Learning Policy and procedures
* Taking responsibility for the development of Media and the department’s Programme of Study, the Schemes of Learning, and the teaching and learning across the department
* Taking a proactive lead in the planning, delivery and development of a diverse department enrichment programme that enhances the opportunities provided within the curriculum
* Taking responsibility for the Media Improvement Plans and allocating key areas of departmental improvement to specific members of the team
* Acting as PGCE/NQT subject mentor within the department where required.
* Work with other leaders in ensuring that quality assurance of Media is carried out effectively to ensure the best quality experience for our students.
* Taking responsibility for ensuring that the cover work has been set for the classes of absent teaching staff and that it is readily available to the Learning Supervisor or cover teacher, according to the agreed procedures
* Taking responsibility for the academic and pastoral care of a vertical tutor group, and delivery of the College VT system
* Leading relevant CPD provision for staff within the team
* Coordinating and leading meetings and attending key whole school events, eg. open evenings, parents’ evenings
* Maintaining accurate and up to date records and deployment of relevant intervention
* Building the department into an effective team, working together to share good practice and to build the capacity of the team in order to maximise progress and achievement
* Ensuring that all resources, human and material, are deployed to maximum advantage to create a department context conducive to learning

**People Management**

* Responsible for managing colleagues as designated

**General Requirements:**

All school staff are expected to:

* Maintain confidentiality according to organisation and legal requirements
* Uphold school policies, routines and codes of conduct as set out in the staff handbook or other documentation made available to staff
* Undertake other such reasonable duties as may be required from time to time
* Work towards and support the school’s vision and objectives
* Be aware of, and follow the Child Protection Policy
* Support and contribute to the school’s responsibility for safeguarding students
* Work within the school’s Health and Safety Policy to ensure a safe working environment for staff, students and visitors
* Work within the school’s Diversity Policy to promote equal opportunity for all students and staff, both current and prospective
* Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with students, parents and colleagues
* Engage actively in the performance review process
* Show a willingness to undertake training and professional development either in-house or externally

**Context of Post**

This post should be seen in the context of the School Improvement Plan, the Aims and Values of the school, and the OFSTED Inspection Report 2014.

**Renegotiation**

Elements of this Job Description may be renegotiated at the request of either party and with the agreement of both.

**Safeguarding Statement**

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

Signature: (Postholder) Date:

Signature: (Headteacher) Date: