

## Job Description

<b>Post Title:</b>	<b>Creative Media Teacher (with English)</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>● To teach an appropriately broad, balanced, relevant and differentiated Media / Creative Media curriculum to students at KS4 &amp; KS5.</li> <li>● To provide a learning experience which enables students to achieve their individual potential.</li> <li>● To contribute to raising standards of student achievement in Media and, where appropriate, another subject such as English.</li> <li>● To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li> <li>● To monitor and support the overall progress and development of students as a teacher and form tutor.</li> </ul>
<b>Reporting to:</b>	Head of Faculty
<b>Working Time:</b>	195 days per year. Full-time
<b>Salary/Grade:</b>	Main scale
<b>Disclosure level</b>	Enhanced
<b>MAIN (CORE) DUTIES</b>	
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>● To teach Media / Creative Media to students, matching work accurately to their educational needs.</li> <li>● To use a range of teaching and learning strategies to engage and motivate students</li> <li>● To mark students' work regularly, providing clear feedback and targets for improvement.</li> <li>● To assess, record and report on the attendance, progress, development and attainment of students and keep appropriate records.</li> <li>● To undertake assessment of students as expected by external examination bodies and school procedures.</li> <li>● To ensure that ICT, digital production skills, literacy and subject specialism are reflected in teaching and learning.</li> <li>● To ensure a high-quality learning experience is provided which meets internal and external quality standards.</li> <li>● To contribute and update subject materials and schemes of work for Media courses.</li> <li>● To maintain a stimulating learning environment that reflects high quality student work.</li> <li>● To maintain discipline in accordance with school procedures and encourage good practice regarding punctuality, behaviour and standards of work.</li> <li>● To contribute, where appropriate, to the teaching of English within the faculty.</li> </ul>

<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>● To be a form tutor to an assigned group of students</li> <li>● To monitor the achievement, progress and well-being of individual students and of specific pupil groups</li> <li>● To liaise with a Phase Leader to ensure that guidance and support is offered to students in accordance with school policies and procedures</li> <li>● To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.</li> <li>● To alert key staff to any problems experienced by students</li> <li>● To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff</li> <li>● To contribute to student Personal Development and Wellbeing according to school policy</li> <li>● To apply the behaviour management systems consistently so that effective learning takes place</li> </ul>
<b>Operational / Strategic Planning</b>	<ul style="list-style-type: none"> <li>● To contribute to the development of Creative Media syllabuses, resources, schemes of work and teaching strategies.</li> <li>● To contribute to the faculty development plan and its implementation.</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>● As a member of the faculty, ensure that Media provision complements the school's strategic objectives. Contribute to extra-curricular activities such as film clubs, digital media projects or creative production opportunities.</li> </ul>
<b>Curriculum Development:</b>	<ul style="list-style-type: none"> <li>● Assist in the development and improvement of Media courses and qualifications in line with the school improvement plan.</li> </ul>
<b>Staff Development:</b>	<ul style="list-style-type: none"> <li>● Participate in whole school training events.</li> <li>● Continue personal development in relevant areas including Media production, digital technologies and teaching methods.</li> <li>● Engage actively in the performance management process where relevant.</li> <li>● Work collaboratively with colleagues and support new staff where appropriate.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>● To implement school quality procedures</li> <li>● To review the quality of your own teaching regularly</li> <li>● To take part in monitoring and evaluation activities relating to teaching and learning, achievement and pastoral aspects of the school</li> </ul>
<b>Teachers' Standards</b>	<ul style="list-style-type: none"> <li>● To comply with the teachers' standards as set out by the independent review body (teachers' standards can be found on the DfE website <a href="http://www.education.gov.uk/publications">www.education.gov.uk/publications</a>)</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>● To maintain appropriate records and to provide relevant accurate and up-to-date information for management information systems</li> <li>● To ensure that key data is entered accurately to assist with target setting</li> <li>● To track student progress and use information to inform teaching and learning.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>● To communicate effectively with the parents / carers of students</li> <li>● To follow agreed policies for communications in the school</li> </ul>

<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• To take part in marketing and liaison activities such Parents Evenings, Review days and liaison events with partner schools</li> <li>• To contribute to the development of effective subject links with other schools and external partners</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>• To assist the Head of Faculty to identify resource needs and to contribute to the efficient/effective use of physical resources</li> <li>• To ensure that you own teaching space is maintained as an orderly and stimulating learning environment</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• To be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol / procedures.</li> </ul>
<b>Other Specific Duties:</b>	
<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>• To continue personal development as agreed.</li> <li>• To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.</li> <li>• To undertake any other duty as specified by STPCB not mentioned in the above</li> </ul>	
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	
<p>This job description is current at the date shown, but following consultation with you, may be changed by the headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	

Signed \_\_\_\_\_ (postholder) \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ (headteacher) \_\_\_\_\_ Date \_\_\_\_\_