

# THE PALMER CATHOLIC ACADEMY

## JOB DESCRIPTION

**Post:** Head of Media

**Responsible to:** Assistant Head KS4

**Salary:** Main / Upper Pay Scale plus TLR1A

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### Overview of post:

- To support, hold accountable, develop, monitor and lead a team of teachers and support staff within the Media Department to deliver high standards of teaching and professional practice.
- To be accountable for high standards of learning, student progress, improved attainment and support and challenge for students.
- In addition to the following specific duties to comply and practice the responsibilities for teachers as set out in the School Teachers' Pay and Conditions document.

### STUDENT ATTAINMENT

- To ensure that departmental lessons are engaging and stimulating taking into account individual needs of the students across the department.
- To ensure that engaging lessons are a key feature of all teaching and learning plans and to develop a departmental policy specifying how they will be carried out to ensure they are of high quality and meet health and safety requirements.
- To oversee the development and production of a high quality teaching and learning plan which supports staff in delivering outstanding lessons.
- To manage and develop resources to enhance the teaching of Media.
- To monitor the progress and achievement of the students following the course and identify the appropriate intervention strategies for underachieving students.
- To ensure that departmental records of students' progress and achievements are accurately monitored and ensure appropriate targets are set across the department.
- To ensure all teachers in the department set relevant homework and mark it in accordance with the academy's policy and practice.

### CURRICULUM DEVELOPMENT

- To ensure that a broad and balanced range of relevant courses/modules which stimulate students' interest and engagement in learning and are appropriate to the needs of all students at the academy.
- To lead/oversee curriculum development, including the development of appropriate syllabuses, resources, schemes of work to academy format, teaching, assessment and marking policies which support the academy's implementation of all current statutory requirements.
- To respond actively to national, regional and local developments and initiatives, including content, teaching practice and methodology.
- To liaise with the Exam Officer to ensure all exam board requirements are adhered to.
- To encourage, facilitate and participate in the development of ICT within the department.

- To attend appropriate INSET, to co-ordinate departmental INSET, to contribute to whole school CPD programme with a view to developing and disseminating good practice.

## **PLANNING, MONITORING AND EVALUATION**

- To be responsible for the implementation of academy policies and procedures within the Media department.
- To play an active role as a middle leader in whole academy development.
- To ensure that the work of the department promotes the academy's ethos and encourages social and moral responsibility through adherence to our mission statement and aims.
- Draw and implement the Department Improvement Plan and prepare an annual departmental SEF.
- To analyse and interpret relevant national, local and school data and inspection evidence to inform policies, practice and expectations and teaching methods.
- To be responsible for the efficient management of staff and resources.

## **STAFF DEVELOPMENT AND LEADERSHIP**

- To lead the department by example through modelling excellent professional practice.
- To promote teamwork and motivate staff to ensure effective working relations.
- To be responsible for the day to day management and deployment of staff, including support staff.
- To liaise with the Assistant Head, Curriculum with the arrangements for classes when staff are absent, ensuring proper cover work is provided and that the cover teacher is aware of the work to be done.
- To actively participate in and promote the professional development of staff.
- To oversee the induction and monitoring of new staff in the department and to ensure that NQTs and BTs are appropriately monitored and supported.
- Effectively line manage members of the department with responsibility allowances.
- With the Senior Leadership Team, plan for the staffing needs of the department and to participate in the recruitment and selection of staff.
- To hold departmental meetings and other CPD activities, with minutes kept and distributed as required.

## **STUDENTS BEHAVIOUR AND LEARNING**

- To oversee the academic progress of students in the department by regularly monitoring their academic progress and using SISRA and target setting to ensure that each student is reaching their potential.
- To implement effective plans to address under performance.
- To monitor students' attendance, punctuality and behaviour in Media lessons, ensuring that follow up procedures are adhered to and that appropriate action is taken where necessary.
- To co-ordinate, monitor and develop provision for EAL, SEN and more able students in the department
- To monitor the teaching and work of the department, including the planning and preparation and delivery of lessons, the keeping of records and reports to parents.
- To celebrate success in students' achievement and progress using the academy's rewards systems.
- To provide written reports and other information as required.
- To oversee the department's presence at academy functions and ensuing effective communication and consultation between the department and parents.

## **SAFEGUARDING**

- To follow the academy's policy in respect of safeguarding and child protection and ensure the health and safety of students.

These duties may be added to and/or varied at the reasonable discretion of the Headteacher.

Please note that this academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An enhanced criminal record check will be carried out prior confirming an offer of appointment.