

JOB DESCRIPTION

Head of Media Studies

REPORTING TO: Head of Faculty

RESPONSIBLE FOR: Planning, delivery and outcomes in Media Studies

LIAISING WITH: TLR holders within the Faculty; SENDCo, Curriculum Leaders, Literacy Co-ordinator, Well-Being and Achievement Co-ordinators, external agencies, parents and governors.

WORKING TIME: Full-time as specified within the STPCD

SALARY: Teachers Main Scale plus TLR 2c (£2,796)

PURPOSE:

- to be accountable for leading, managing and developing Media Studies within the school;
- to be accountable for student progress so that each individual student achieves their optimum level in Media Studies and ensuring that effective strategies are in place to further raise standards of student attainment and achievement;
- to ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying within the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and the Headteacher;
- to ensure the effective management and deployment of teaching/support staff, financial and physical resources within the department;
- to ensure the development and enhancement of the teaching practice of others;
- to ensure that Health and Safety procedures are adhered to at all times by all members of the department;
- to play a full part in the life of the school community, to support its distinctive vision and ethos and to encourage and ensure staff and students follow this example.

1. TEACHING, LEARNING AND STANDARDS

The main accountabilities are to:

- working with staff within the department , lead curriculum development and assessment ensuring that courses provide a broad, balanced, relevant and differentiated curriculum;
- ensure the production, evaluation and revision of schemes of work and subject syllabuses to meet the needs of individual students;
- use attainment data provided by the school to monitor the progress of students taught ensuring that effective use is made of the data to set targets for achievement in Media Studies;
- monitor the progress of students and identify underachievement ensuring programmes of support are in place to maximise the potential of all students;
- monitor the progress and attainment of gifted students to ensure they are 'challenged' in all aspects of their work;
- ensure that individual learning targets are set for all students;
- ensure that classroom expectations are enforced and that the school's ' Behaviour for Learning Policy' is implemented;

- ensure adherence to the school's Homework Policy and Feedback Policy by all teachers in the department;
- monitor and evaluate teaching and learning in accordance with the school policy, including lesson observation, scrutiny of student work and quality of marking;
- liaise with the SENDCo to ensure access and equality of opportunity for all students;
- monitor the progress and attainment of Pupil Premium and vulnerable group students to ensure the department is closing the gap;
- ensure a prompt response to parental enquiries about individual student progress within the department;
- collaborate with feeder primary schools to ensure progression in learning;
- promote enrichment and extra-curricular activities within the department to enhance learning.

2. IMPROVEMENT PLANNING, MONITORING AND EVALUATION

The main accountabilities are to:

- actively promote the school's aims and values;
- prepare an annual department improvement plan and staff development plan for the department in accordance with the school planning cycle and taking into account the school's Strategic Plan and School Improvement Plan;
- chair department meetings and attend TLR meetings in accordance with the published schedule;
- actively contribute to the school's procedure for self-evaluation;
- take part, as required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

3. LEADING AND MANAGING STAFF

The main accountabilities are to:

- lead, manage and coordinate the work of the Media Studies Department and encourage the process of team building;
- allocate teachers to teaching groups and manage staff in the department;
- monitor staff absence within the department and provide appropriate support and guidance;
- oversee and support the professional conduct of the staff in the department. Monitor and advise staff on appropriate professional conduct;
- induct new staff to the department including newly qualified teachers in accordance with school policy and oversee the work of initial teacher trainees as appropriate;
- represent department views through attendance at appropriate meetings and provide feedback;
- meet formally with the link SLT member according to schedule;
- ensure the school's 'Appraising Teacher Performance Policy' is implemented for all department staff;
- participate in relevant courses related to the role of Head of Mathematics and keep abreast of current or new developments in the subject and the curriculum;
- actively encourage and assist members of the department team in their own professional development, recognising their training needs;
- organise, chair and arrange for the recording of meetings of the department team according to the agreed school schedule. Ensure that minutes of meetings are circulated to team members and the SLT link member;
- participate in the selection and appointment of teaching and support staff to the department and to contribute to references for staff;
- ensure that quality cover work is provided for classes when staff are absent and support the work of Cover Supervisors/cover teachers within the department;
- ensure that school policies are implemented by all staff within the department.

4. EFFICIENT AND EFFECTIVE DEPLOYMENT OF RESOURCES

The main accountabilities are to:

- oversee ordering, maintenance and accountability for the teaching and learning resources within the department;
- ensure the care of rooms and other spaces, including furnishings and fittings in the department;
- ensure the school's Health and Safety policy is implemented and monitored in the department, including appropriate risk assessments when necessary;
- ensure all classrooms and corridors in the vicinity of and relating to the Media Studies Department have inspiring displays of material including students' work which is regularly updated;
- manage the department budget effectively;
- maintain and regularly update the department inventory of equipment and audit on an annual basis.

5. OTHER ACCOUNTABILITIES ARE TO:

- play an active role in school life;
- share the responsibility with other managers for the maintenance of a learning environment and the well-being of students throughout the day and at the end of the school day, for example bus duty.
- This post is subject to the current conditions of employment for Teachers contained in the School Teachers' Pay and Conditions document and other current legislation
- The post holder is required to participate in the school's Appraisal procedures.
- The post holder is required to support and encourage the school's mission and FCJ ethos and carry out all duties in the context of and in compliance with the school's policies and procedures as agreed by the Governing Body as well as in line with the current Health and Safety legislation.
- All adults employed by Gumley House Convent School FCJ are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with and upholding the school's policies in respect of child protection and safeguarding.
- It is understood that areas of responsibility of the job description are not necessarily a comprehensive definition of the post or an exhaustive list of all duties performed. The main duties and responsibilities are indicated above. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.
- The job description is a working reference document. The management duties and responsibilities will be reviewed at least once a year, together with the job description and may be subject to modification after consultation with the post holder and without changing the level of responsibility.
- The job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

Performance Measures

Performance will be measured against The Teachers' Standards (September 2012) and student outcomes in relation to targets set and in addition will take note of progress with the Department Improvement Plan.

Confidentiality

The nature of your responsibility means that during the course of your employment you will see or have access to information of a confidential nature relating to the work of the school or the health or personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Organisation

Line Manager: Head of Faculty

Post holder's name:

Post holder's signature: Date: