



# Notre Dame

CATHOLIC SIXTH FORM COLLEGE

<b>POST</b>	TEACHER of MEDIA STUDIES & CREATIVE DIGITAL MEDIA
<b>RESPONSIBLE TO</b>	ASSISTANT PRINCIPAL
<b>SALARY SCALE</b>	<b>The appointment will be made on the Sixth Form Colleges' Employers' Association Salary spine for teaching staff – Point 1 £25,260 to point 9 £41,226.</b>
<b>START DATE</b>	The post will commence August 2021

We are looking for an inspirational and visionary individual to the full-time post of Teacher of Media Studies & Creative Digital Media, who can build on the academic success of the Media department, to further develop the team. This is a new post, to compliment the College's position in providing a city wide recognised Digital curriculum at Level 3. It also provides yet another pathway for high school students who study Creative Digital Media at Level 2. You should have a track record of outstanding success and be committed to providing the highest quality education for all students.

### **Media & Creative Digital Media at Notre Dame Catholic Sixth Form College**

We are looking for a well-qualified, able and enthusiastic individual who will pro-actively help develop this growing curriculum area. Media Studies is a highly successful department, achieving outstanding ALPs, demonstrating year on year excellent progress. Currently nearly 100 students are studying A-level Media Studies WJEC/EDUQAS Specification and Cambridge Technical (CTEC) Creative Digital Media is being introduced for the first time at Level 3 from September 2021. This is a unique opportunity for someone who would like to lead on the introduction of a new programme within the nurture of an established outstanding department.

There is a mutually supportive, friendly and professional atmosphere within every department at Notre Dame with a strong emphasis on enabling all students to realise their potential.

The media classes are taught in very pleasant, well-resourced specialist rooms which include a suite of apple Macs and a Green Room. There is excellent technical support from our specialist Drama & Theatre technician, with specialist knowledge of lighting and sound.

The post offers the opportunity for an aspirational leader with a track record of outstanding success to make a significant contribution to the future of Notre Dame within an inclusive environment, with a real commitment to the personal and academic development of all students.

### **MAIN DUTIES**

**Teaching and Learning:**

- To provide high quality learning, teaching and assessment in accordance with the duties of a main scale teacher and in accordance with the College's policies
- To have regard to the principles and values expressed in the College's Mission Statement.
- To monitor and track each learner's achievement according to value added criteria, assessment and attendance in order to ensure each learner is able to fulfil their potential.
- To contribute to the development of high-quality resources, including schemes of work and teaching, learning and assessment resources and strategies
- To contribute to the further development of the subject through enrichment, to maximise student's engagement.
- To contribute to the planning activities of the department, reflecting the needs of the students and the aims and objectives of the College.
- To embrace a varied range of teaching and learning styles appropriate to the post-16 learner through the development of a team culture including the appropriate integration of ILT and Moodle into programmes of study.
- To work as part of a team and to contribute to effective working relations.
- To undertake an appropriate programme of teaching in accordance with the duties of a main scale teacher.
- To undertake the assessment of students' work in accordance with the College's assessment policy.
- To have regard to the principles and values expressed in the College's Mission Statement.

#### **Quality Assurance and Professional Development:**

- To actively participate in staff development activities.
- To participate in the College appraisal system.
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To develop effective teaching and learning styles.
- To contribute to and participate in the College's procedures for lesson observation.
- To maintain accurate and up to date information concerning students and their progress.
- To contribute to the College liaison and information events e.g. attendance at the Open Morning and Parents' Evenings
- To contribute to effective communication and consultation with parents of students when appropriate. This includes report writing and attendance at Parents' Evenings or other occasions designated by the College.

#### **Other:**

- To have regard to the principles and values expressed in the College's Mission Statement.
- To demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College policy
- To have full regard for the College's Equality and Diversity and Health and Safety requirements
- To assist in liaison with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies where appropriate.
- To attend meetings in accordance with the College meetings' schedule.

- To contribute to the provision of a stimulating teaching environment whilst adhering to the Health and Safety policy of the College.
- To undertake any other duties that may be reasonably assigned by the Principal

This job description may be subject to revision depending on the future needs of the post and the College. Any changes will be discussed with the post-holder prior to implementation

## PERSONAL AND PROFESSIONAL REQUIREMENTS

### Method of Assessment

A = Application    I = Interview    T = Task    C = Certificate/s    R = Reference

Essential	Method of Assessment
• A Good Honours Degree in Media & Creative Digital Media or relevant subject	A, C
• Post Graduate Certificate of Education or equivalent (Secondary or F.E.)	A, C
• Able to demonstrate outstanding results at A level, Level 3 and/or GCSE	A, I, R, T
• An excellent classroom teacher	A, I, R, T
• Expertise in appropriate media technologies, for example Adobe Photoshop and Premier Pro	A, I, R, T
• Able to display high levels of skills in the management of learning	A, I, R
• Have a high level of communication and interpersonal skills	A, I, R, T
• Have an ability to set and achieve high standards for themselves and students	A, I, R, T
• Ability to enthuse, inspire and motivate students	A, I, R, T
• Have a commitment to a student-centred approach to the learning process	A, I, R, T
• Evidence of successfully managing student progress and achievement to ensure students achieve the best they can	A, I, R
• Ability to adopt a creative and imaginative approach to developing resources	A, I, R, T
• Ability to employ strategies for differentiation in teaching and learning	A, I, R, T
• Have a high level of organisational and administrative skills with an ability to prioritise workloads and meet deadlines	A, I, R, T
• Be relentlessly proactive with students, staff and all members of the College community	A, I, R, T
• Have a commitment to a student-centred approach to the learning process	A, I, R, T
• Have an awareness and understanding of current developments in the Media & Creative Digital Media subject area	A, I, R, T
• Have a sense of humour, be able to keep issues in perspective, celebrate success and address under productivity.	A, I, R, T

• Experience of implementing effective quality improvement strategies	A, I, R
• Experience of using value added and other data to raise standards	A, I, R
• The ability to contribute effectively to a team	A, I, R
• Be willing to undergo further personal/professional development	A, I
• Excellent record of attendance and punctuality	A, R
• Commitment to Safeguarding and promoting the welfare of young people	A, I, R, T
• Display the values, attitudes and behaviour consistent with the Catholic ethos of the College	A, I, R, T

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae).** It is vital that you fill in the form as fully and accurately as possible.

At the initial shortlisting stage we will pay particular attention to how well your experience and skills fit **the criteria of the Person Specification and you should address each of these clearly in your application.**

The College is committed to Safeguarding and promotes the welfare of young people and expects all staff, students and volunteers to share this commitment.

In promoting equality we welcome applications from all sections of the community.

This post is subject to an enhanced Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. If you are selected for interview you will be required to consent to the necessary enquiries being made.

**Completed applications should be returned via the TES Portal.**

**Closing date: 9am on Friday 5<sup>th</sup> March 2021**

It is intended that interviews will take place Thursday 11<sup>th</sup> March 2021

Applicants who have not been contacted within four weeks of the closing date should assume that, on this occasion, their application has been unsuccessful.

Thank you for your enquiry and interest in this post.

## **About Notre Dame Catholic Sixth Form College**

Notre Dame Catholic Sixth Form College is one of the top sixth form colleges in the country with a historical track record of success. We are extremely proud of all our students' achievements, especially the individual progression that they each make in their time with us. The success is built upon teamwork between staff and students. Our staff are passionate about working with young people and always go the extra mile to provide guidance and support to help them succeed.

We are in a prime central location adjacent to Leeds University, within walking distance of the city centre with good transport connections to the rail/bus stations, uniquely situated down a tree lined avenue which provides a peaceful almost non-urban setting. Parking on site is provided.

Our core activity is to provide education for students aged 16-19, offering a range of A Level and BTEC courses, at both level 2 and 3. We are a highly successful college of approximately 2000 full time 16-18 year olds and oversubscribed each year. Student destinations are excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places, and with an increasing number of students opting for apprenticeships. Students study in a purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter.

### **An Outstanding College**

We are Ofsted grade 1 Outstanding and have a sustained track record of outstanding results at A level and BTEC/CTEC as measured by ALPs, which puts Notre Dame Catholic Sixth Form College one of the top Sixth Form Colleges in the country. There is a culture of high expectations and rigorous quality improvement in all areas with students continuously achieving well above their target grades and making a positive contribution to the College and its wider community. Student attendance and behaviour are exemplary, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

### **Our Community**

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment that lives by its mission to build a community based on faith and trust. The College has a high proportion of students from disadvantaged areas (the College is in the lowest quartile of providers nationally in terms of disadvantage). Students are supported in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Links with the Catholic and local high schools are very strong. The Principal meets regularly with Head Teachers to discuss and share a wide range of curriculum, pastoral and strategic issues. Relationship with the Diocese of Leeds are maintained through the foundation governors.

The College has outstanding links with both the local and wider community. Learners and staff fully contribute to this for example, students at the College are encouraged to engage in volunteer work within the community. Voluntary work is carried out in the local community by the CAFOD

Group; Health and Social Care students; the Medevs (medical, dentistry and veterinary Media & Creative Digital Media enrichment group) and Chaplaincy. The curriculum departments also contribute widely to the links with local community groups, employers, charities and local primary schools.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama and overseas visits. There is a first class programme of student support and a very active Chaplaincy group.

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

### **Staff at Notre Dame Catholic College**

Notre Dame Catholic College has achieved all of its success through the hard work, skills and commitment of all staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Notre Dame's curricular and pastoral offer to its students.

### **What our staff say about Notre Dame Catholic College**

Teacher of Media & Creative Digital Media

*'I have worked here for 13 years because it is a college which cares about the students both academically and pastorally and which allows them to achieve their potential.'*

Head of Department

*'Working at Notre Dame was the best career decision I could have made. Since my first day I have always felt supported, challenged but above all empowered to teach my subject the way I want to teach it.'*

Course Leader

*'I am new to the College and I have found everyone to be so supportive and helpful. There is an air of kindness and I am trusted to do my best for our students. Everyone is in it together to work, succeed and grow.'*

Teacher of Health and Social Care

*'I have been here for nearly 9 years and cannot believe how fast time has flown. I absolutely love it here, the great students, the wonderful staff who are genuinely so caring and the feeling of being part of such a 'tight' family. We all do work hard, but I don't mind as I feel valued and appreciated. Even though I am Sikh, I have always felt a strong sense of connection within this Catholic college allowing me to develop strong friendships. I honestly believe that my time at Notre Dame has enabled me to be the best possible version of myself as a professional and as a person.'*

# WHAT OUR STUDENTS SAY ABOUT NOTRE DAME CATHOLIC SIXTH FORM COLLEGE.



Name: Aaron Sangha

School: Cooperative Academy Priestthorpe

Programme of study: A-Level English Literature, History and Law.

University: University of Newcastle Upon Tyne - BA Ancient History

What did you like most about Notre Dame?:

"It's an amazing college with so many opportunities and a thriving community to be a part of. All the staff are kind and caring and it is a fun place to be. I have loved the past two years and I am glad I came here."

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Name: Laureen Missidimbazi

School: Leeds East Academy

Programme of study: A-Level French, Business and Art

University: University of Salford - BSc Interior Architecture with a foundation year.

What did you like most about Notre Dame?: "Notre Dame is a supportive environment full of amazing teachers and staff who care about their students. There are many opportunities for both academic and extracurricular advancement"

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Name: Michael Heaney

School: Corpus Christi Catholic College

Programme of study: A-Level Law, English Literature and History

University: University Of Cambridge - BA English

What did you like most about Notre Dame?: "Notre Dame is a great college to meet new people and offers a wide range of subjects to study. The teachers are friendly and willing to help you."