

Job Description

Job Title: Curriculum Leader for Games Design and New Media

Reporting to: Director of Digital Arts

Staffing Responsibilities

Teaching staff delivering on the Games Design and New Media pathway.

Purpose of Job

- To undertake the management responsibility for the academy's Games Design and New Media pathway.
- To direct staff and students within the Games Design and New Media pathway, in accordance with the academy's management policies and mission statement.
- To work collaboratively with academy senior leaders, directors, staff, sponsors and partners.

Main Activities and Responsibilities

- To plan, prepare and deliver lessons for Games Design and New Media pathway
- To monitor, assess and record student progress according to department and academy criteria
- To report to students and parents through documentation and by attendance at consultation and open evenings
- To manage all aspects of the Games Design and New Media pathway
- To lead and support Games Design and New Media staff in their duties and professional development
- To encourage a climate of mutual support in which self-confidence and self-esteem can grow and an effective department team established and nurtured
- To manage allocated budgets and resources
- To keep up to date with current relevant curriculum developments, education, industry and creative arts related technology in order to enhance the quality of the Games Design and New Media provision
- To liaise with parents and other outside bodies in relation to Games Design and New Media pathway at BOA
- Developing the Department Handbook to ensure that the department's own policies and procedures reflect the academy's policies and aspirations, and that such policies are consistently reflected in each subject within the department and the specific responsibility of the post holder
- To undertake responsibility for all quality assessment, recording and reporting issues within the Games Design and New Media pathway, including all internal verification processes and procedures
- To encourage and orchestrate cross-curricular activity
- To promote events, productions and showcases that display, advertise and promote the Games Design and New Media pathway and the work of whole academy
- To drive the promotion of the Games Design and New Media pathway in the run-up to open events and the annual application deadline
- To be responsible for all public examinations and assessments in Games Design and New Media pathway in conjunction with the exam board/s and academy's Examination Officer and the academy's Quality Nominee
- To develop programmes of internal observation and moderation

- To supervise carrying out of plans for NQTs who are attached to Games Design and New Media pathway.
- To liaise and work with other specialist staff to arrange and monitor work-based learning
- Write periodic reports for Governors, parents and others as the need arises
- Advise the Senior Leadership Team of the successes, challenges and development plan for Games Design and New Media pathway
- Exercise a commitment to the academy's mission statement and stated ethos including equal opportunities policy and health and safety policies.
- To undertake any other duties or one-off tasks at the reasonable request of the Principal, SLT and Line Manager
- To use every opportunity to act as a role model of professional conduct and presence with colleagues, students and the wider community, demonstrating high personal standards of expertise, commitment and service to the academy