**Head of Media Studies**

1. **St Francis Xavier College is a Roman Catholic Foundation. All teachers should endeavour to maintain and develop the Catholic character of the College in accordance with the directions given by the Governors and subject to the directions given by the Principal. St Francis Xavier staff and students collectively agreed the values to which we should all contribute through consultation. These values are:**

* **Kindness**
* **Service**
* **Faith**
* **Inclusion**
* **Courage**
* **Honesty**
* **Respect**
* **Forgiveness.**

**B. The College has a strong commitment to equal opportunities and respect for all members of our community regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.**

**C. This post is offered subject to the conditions of service as set out in the agreed contract.**

**D. The College Staff Handbook contains general information about the duties of all members of staff and the policy frameworks of the college.**

**E. This job description is non-contractual. This means that should the needs of the College change in the future, the Principal may require reasonable variations consistent with the job title. Such changes will only be made after consultation with you.**

**Reporting to: Director of Faculty, English and Creative Arts**

**Key Tasks and Responsibilities:**

**Teaching and Learning**

1. To ensure that an appropriate range of courses are on offer with respect to the type and level of course so that the needs of students are met with respect to abilities, interests and progression.
2. To establish and contribute to a recruitment process that matches learners to appropriate provision.
3. To ensure that students proceed through an appropriate and informative induction process.
4. To keep curriculum provision under annual review and investigate new developments, for example, apprenticeship programmes.
5. To oversee and direct the planning, organisation and coordination of the teaching and learning process.
6. To ensure that teaching, learning and assessment are carried out to the highest standards and that the views of students are drawn upon to inform the delivery.
7. To ensure that teaching within the department is stimulating, engaging and challenging and ensures that students are able to reach their potential and be successful.
8. To be proactive in the management of learners with specific needs, to adapt programmes accordingly to meet specific needs and to liaise effectively with the Learning Support Department as necessary.
9. To be responsible for the achievement and success of learners in the department and for ensuring high standards of attendance, punctuality, achievement and conduct.
10. To oversee the provision and maintenance of physical resources to support the effective delivery of current and planned curricula within the department.
11. To exploit the use of ILT both within the classroom and beyond and take responsibility in ensuring that Department Google Sites and Google Classroom resources are appropriate, stimulating and kept up to date.
12. To liaise with and report to parents/carers with respect to pupil progression and to communicate with parents when there are particular matters for praise or concern.
13. To contribute to the processing of student applications to HE and to offer appropriate support, guidance and referral to those students who are progressing via other routes.

**Human Resources**

1. To lead on planning and constructing the departmental timetable and to liaise with the relevant Director of Faculty and Associate Principal with respect to the deployment of resources, human and physical, to fulfil teaching and learning aims.
2. To participate in the recruitment process for departmental staff.
3. To determine the organisation and deployment of staffing resources within the department.
4. To oversee and monitor absence of team members.
5. To organise one-to-one and team meetings with departmental members as required by the College calendar and in order to fulfil operational and strategic needs.

**Quality Assurance and Improvement**

1. To monitor the quality of teaching, learning and assessment within the department, to implement the College’s quality assurance processes and to secure compliance of staff and students in these processes.
2. To be responsible for directing and monitoring the performance of team members with respect to success rates and other key performance indicators.
3. To ensure that all verification processes, internal and external, are carried out to the highest standards and in accordance with the requirements of external awarding bodies.
4. To take a lead role in the self-assessment process of the department and write the departmental Quality Improvement Plan (QUIP)setting challenging targets with respect to key performance indicators and strategies to drive forward improvement.
5. To be familiar with all management information data related to departmental achievement, retention, success, attendance rates and progression and to interrogate the data to inform development and improvement plans.

**Cross-College Liaison**

1. To represent the department at College committees and contribute to whole College development and improvement plans.
2. To foster and contribute to cross-College initiatives and strategies.

**External Liaison**

1. To take responsibility for all publicity and information about the department both in paper and electronic format.
2. To support the sustainability of the department provision by contributing to the active marketing of the department’s provision and of the College as a whole and to participate in recruitment processes
3. To liaise with colleagues in partner schools and other educational institutions in keeping with the objectives of the mission and strategic plans of the College
4. To liaise with external assessment bodies and other external agencies as appropriate
5. To promote the best interests of the College and the faith-based mission of the College

**Continuing Professional Development**

1. To attend relevant in-service training meetings on-site and off-site

2. To familiarise oneself with the complement of knowledge, skills and experience within the team, conduct a training needs analysis and secure appropriate training and development for team members

3. To take responsibility for the induction and training of new staff within the department

**Financial Management**

1. To take responsibility for the management and control of the departmental budget maximising the deployment of the budget for the benefit of the learners

**Single Equality Duty**

1. To have an understanding of and proactive commitment to the College’s Equal Opportunities Statement and Single Equality Duty and to promote that duty within the duties and responsibilities of the post
2. To interrogate management information data to establish any differences in attainment for different learners within the department with respect to race and gender and to take measures to address any such differentials

**Health and Safety and Safeguarding**

1. To take lead responsibility for health and safety within the department and to ensure that all team members are aware of the relevant policies and practices, both at departmental and College-wide level.
2. To participate in the safeguarding training made available by the College to level 2 and to abide by the College’s code of practice with respect to any safeguarding or potential safeguarding matter.

**Person Specification**

**Selection Criteria**:

**Essential qualifications**

1. A graduate of Media Studies
2. PGCE, PCET or other teaching qualification as outlined in the Further Education Teachers’ Qualifications Regulations 2001.

**Essential skills**

1. Excellent written and communication skills with a good standard of IT skills

2. Proven successful classroom practice which motivates students to high standards of achievement.

3. Experience of managing or leading a team in a secondary capacity.

**The ability to**

1. Manage and motivate students
2. Manage and motivate staff members
3. Build and lead teams
4. Work under pressure
5. Meet conflicting deadlines
6. Work in a collegiate manner with the department and across the College

**Other qualities**

1. Flexibility and willingness to adapt to the needs of students from a wide range of abilities and cultures.
2. Commitment to the pastoral care of young men and women aged 16-19.
3. Commitment to the safeguarding and welfare of students.
4. Proactive approach in commitment to the College’s equal opportunities policy.
5. Proactive approach in commitment to the mission and aims of a Catholic College.