



DRAYTON MANOR HIGH SCHOOL

www.draytonmanorhighschool.co.uk

HEAD OF MEDIA

Band A (£29,664) – Band C (£48,244) plus Management Allowance 2 (£4,532)

We require a committed colleague with a real interest in the provision of quality and imaginative teaching of Media.

The successful candidate will be expected to provide leadership and management of the Media Department and to teach across the age and ability range for Media which includes Level 2 and 3 Vocational as well as GCSE and A level specification.

We recognise and value continued professional development and as such, training opportunities will be made available to you throughout your career with us.

Drayton Manor is a heavily oversubscribed and successful school. Student achievement is high with a value added score at A Level placing us in the top 10% of schools nationally and 48% of GCSE students achieving the English Baccalaureate. We are very proud of our ethos.

For further information and an application pack, please visit the Job Vacancy section of the school's website: <http://www.draytonmanorhighschool.co.uk/>

For any other queries, please contact the school's Human Resources Department on 020 8357 5604.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS). Further information can be found at www.homeoffice.gov.uk.

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

Closing date 12.00 noon, Tuesday 25 June 2019.





DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE

Head of Media

FACULTY

The Arts Faculty

GRADE

Management Allowance (MA) 2

RESPONSIBLE TO

Deputy Head/ Head of Faculty

JOB PURPOSE

To take overall responsibility for the leadership, management and co-ordination of all work within the Department.

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

KEY TASKS

- To liaise with senior staff, other heads of faculty/department and year heads to ensure that school policies are implemented.
- To lead and involve all departmental staff in the development planning for the department.
- To represent the department through the school's consultative structure and to consult with the Head on matters concerning the department.
- To manage all aspects of the curriculum within the department to maximise student progress.
- To have overall responsibility for the Assessment, Recording and Reporting within the department.
- To manage effectively and efficiently all resources within the department.
- To manage the development of staff in accordance with whole school, department and individual needs.
- To represent the department as necessary within the school and at meetings with governors, parents, inspectors, feeder schools, other secondary schools etc.
- If the department is within a faculty, to liaise with and support the faculty head.
- To promote a purposeful, disciplined and thriving learning environment within the department which aims to raise student expectations and self-esteem.

- All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with



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PERSON SPECIFICATION

POST TITLE HEAD OF MEDIA

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none">Degree in relevant subjectPGCE	<ul style="list-style-type: none">Recent INSET in Media Education/ Curriculum Management
Experience	<ul style="list-style-type: none">An effective teacher with experience across the full age and ability rangeSuccessful experience of Level 2 and 3 Media StudiesAbility to share their experience to sustain a curriculum which is sensitive to the needs of all children	<ul style="list-style-type: none">Understanding of needs and strategies for effective differentiationExperience of both GCSE & A Level Media courses as well as Level 2 and 3 Vocational Media coursesExperience of a range of teaching and learning stylesExperience of teaching Film Studies
Ability/Skills	<ul style="list-style-type: none">Able to translate an idea into curriculum deliveryPerception of the post as a management roleAble to demonstrate clear understanding of educational issuesAble to effectively manage administrationWillingness to motivate colleagues	<ul style="list-style-type: none">Willingness to acquire skills as appropriate eg ICTAbility to manage a budget
Equal Opportunities	<ul style="list-style-type: none">Awareness of equal opportunity issues and how these can be addressed in the classroom environment	<ul style="list-style-type: none">Willingness to help formulate and implement equal opportunities policies
Safeguarding	<ul style="list-style-type: none">Commitment to safeguarding and promoting the welfare of children and young people	
Disposition	<ul style="list-style-type: none">Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humourTo be interested in children as individuals, in how they learn and be committed to the comprehensive idealTo believe in the importance of team work and a collaborative approach, and be able to build supportive working relationships with colleagues both within and outside the departmentEvidence of commitment to and understanding of collective responsibility	<ul style="list-style-type: none">Commitment to the notion of whole school, and whole Faculty policies

