



Arts & Media School  
ISLINGTON

# Head of Media Studies Recruitment Pack



**Closing Date: Friday 8th December 2017 – 12 noon**



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## Arts & Media School ISLINGTON

November 2017

Dear colleague

Thank you for your interest in the post of Head of Media Studies at Arts & Media School Islington. The department is very successful as measured through the learning outcomes, attainment and achievement of our students at the end of Key Stage 4. Maintaining this track record is an expectation for which support will be given as appropriate.

I would welcome a mindset that was open to collaborative and creative thinking as we all work together to realise the school's vision of every child a scholar. Through the application process, you must demonstrate:

- Teaching skills that are consistently good across the key stages in Media and English
- A record of pupil progress in Media Studies
- A secure understanding of the Media Studies syllabus and curriculum

I welcome your application and it would be desirable for you to start in January but above this the right candidate for the school is vital. Please take a look at our website as it will give you a real flavour of the wonderful school that we are!

I am looking for a colleague to join us and bring enthusiasm and creative ideas to your area of responsibility. You can be assured of a full commitment to your development within our diverse school community.

Yours sincerely

Susan Service  
Head teacher



Arts & Media School  
ISLINGTON

## General Background information

### Media Studies information

We are a very successful department and our summer 2017 exam results are testament to this. 77% of students achieved grades A\*- C in Media Studies. The performance for expected progress and attainment has been an upward trend which we are focused on continuing. The department sits in the Key Stage 4 curriculum and is a very popular option choice with our students. Extending the skills set into Key Stage 3 through the extended curriculum would be an expectation. The success so far is due to the hard work, dedication and a relentless focus on teaching and learning in the department.

### About the school

We are a diverse community of learners and our school is an exciting place to be. We serve a local area that features a wide range of ethnic and social backgrounds and are committed to ensuring that our students enjoy a creative and rich educational experience, as well as one that prepares them for further education. Our creative school curriculum is rooted in an academic core.

We previously completed an £18m building project with a brand new building and theatre in addition to our refurbished facilities. Creative arts form our specialism; this means that staff and students are regularly engaged in innovative and exciting teaching and learning processes. Ofsted graded the school "Good with many outstanding features" in our last inspection.

Our vision, centred on four cornerstones, inform the decisions that we make

- **Confidence** - we secure and embed our strength and challenge ourselves to develop further
- **Aspiration** - in all areas we actively hold the highest expectations
- **Respect** - every member of the community is celebrated
- **Reflection** - we stop and think regularly about what we are doing and why

Our website, prospectus, and Ofsted report give further insight into our community; the staff are extremely hardworking, selflessly giving their time and commitment to the students success and are in regular communication with parents and carers. The students are extremely receptive to good teaching and thrive on the curriculum and pastoral care provided.



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**Head of Media Studies  
From January or Easter 2018  
Full time, permanent contract**

**Salary Grade: M4 – UP3 + TLR 2b**

**Actual Salary: £33,051 - £47,297 pa + £4442 dependent upon experience**

Arts & Media School Islington is a popular and thriving comprehensive school situated in North London; a vacancy has arisen for a Head of Media Studies within our community. The ability to teach English would also be required.

We are a **good school with outstanding features** and our curriculum has a strong academic core that reflects our specialism. The opportunity is now available for another colleague to join us on our journey to outstanding in all areas. We encourage creativity through innovative and collaborative approaches to teaching and learning.

Tours of the school: arranged to suit by calling the admin office

Closing date for applications: Friday 8th December 2017 – 12 noon

Interviews: Week beginning the 11th December 2017.

The application form and further details are on our website: [www.artsandmedia.islington.sch.uk](http://www.artsandmedia.islington.sch.uk)

Applications should be emailed to the head teacher's PA Hayley King on:

[h.king@artsandmedia.islington.sch.uk](mailto:h.king@artsandmedia.islington.sch.uk)

**We do not accept applications from agencies or via CV's.**

# Arts and Media School Islington: Job Description

## Head of Media Studies

### **Confident**

All members are actively learning and developing

### **Aspirational**

An academic core, enriched with creative and specialist pathways

### **Respectful**

All members manage themselves well and respect each other

### **Reflective**

All members celebrate, support and help each other

**All appointments at Arts and Media School Islington are made in accordance with the agreed School's Equal Opportunities Employment Policy.**

**All employees are expected to adhere to the agreed School Policies as set out in the Staff handbook**

Responsible to: The Headteacher and SLT line manager

### **SECTION 1 - GENERAL MANAGEMENT DUTIES**

To provide effective leadership and management and thereby build and maintain an effective teaching team which continually enhances the quality of learning and achievement.

#### **Leadership**

1. To inspire other staff by personal example and hard work.
2. To effectively manage the human resources at the department's disposal, including teaching, non-teaching and support staff.
3. To create a vision, sense of purpose and pride in the department.
4. To co-ordinate the production and maintenance of the department handbook, and to implement, monitor and evaluate all of its policies and documentation, including Schemes of Work.
5. To be responsible for continuously improving the quality of teaching and learning.
6. To be responsible for maintaining discipline in the department including supporting staff during lessons when appropriate.
7. To play a major role as a middle manager in the development of all aspects of the School, including its policies and their implementation.
8. To develop and maintain effective methods of communication with the Headteacher, SLT, other staff, pupils, parents, governors, external agencies and the wider community (including business and industry), etc.
9. To identify and applaud areas of success for the department.
10. To help promote collective approaches to problem-solving and curricular/department development, e.g. consult when writing the development plan and produce resources as a team.
11. To chair and produce the agenda for effective department meetings. To ensure minutes are made, kept secure and others informed as appropriate.
12. To implement school assessment and target setting policies, and make effective use of data to monitor and evaluate the achievement and attainment of pupils in the subject. A portfolio of exemplar work moderated against grade descriptors should be maintained.
13. To initiate/maintain the provision of extra-curricular activities, e.g. the use of resources after school/ during lunch-breaks or a club, etc.
14. To support the whole school development of Google Education in teaching and learning.

### **Curricular/Faculty Development**

1. To contribute towards continuity and progression within the whole school curriculum.
2. To oversee the department development plan, its implementation and the part it plays in the whole school development.
3. To develop comprehensive schemes of work which include a range of teaching and learning styles providing a rich experience for pupils, and to incorporate a variety of assessment methods at key points to enable accurate judgements on pupil progress.
4. To develop department strategies for the pupils' spiritual, moral, social and cultural development, including citizenship.
5. To monitor and evaluate the teaching in the department; take the initiative in identifying strategies to support consistency of practice and be a lead practitioner in the team.
6. To develop department strategies and procedures (using national and school guidelines) for teaching and learning for pupils with special educational needs.
7. To work with the SENCO to ensure EHCPs are used to set subject-specific targets, and to match curricular materials and approaches to pupil needs.

### **Stock Resources/Budget**

1. To manage the department stock, teaching resources and finances efficiently, and to obtain best value for money.
2. To maintain an inventory of all stock items and to oversee the annual stock audit.
3. To carry out stock disposal in accordance with department and school policies.
4. To store resources in such a way as to enable quick and easy access by all staff (and pupils where appropriate).

### **Liaison/Communication**

1. To meet regularly and work with the SLT line manager for professional support and to develop effective department management.
2. To oversee and monitor the accuracy of exam entries and dates and to work effectively with the exam officer.
3. To act as the initial person for others to contact regarding all issues relating to the department.
4. To liaise with colleagues from other Key Stages and sectors in order to provide a smooth transition between schools and phases for all pupils.
5. To liaise with other curriculum co-ordinators in order to develop integrated schemes of work, e.g. Numeracy, Literacy, SEN, IT and Citizenship.
6. To inform staff about new developments and ideas related to the subject and the department by means of the regular newsletter – to include Department meeting agendas, etc.
7. To co-operate with the Health and Safety management and inspection process.
8. To manage the provision of information to parent/carers and other staff about curricular choices, and choice of teaching groups for individual pupils and groups of pupils.
9. To provide helpful and accurate responses to parent/carer enquiries.

### **Professional Development**

1. To provide or organise in-service training (teaching and non-teaching) as appropriate.
2. To have day-to-day responsibility for the monitoring, support and assessment of trainee and newly qualified teachers.
3. To identify development opportunities for staff within the department and through external agencies or courses.
4. To delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff.
5. To use the Performance Management cycle to assist in enhancing the professional development aspirations.
6. To personally keep up to date with developments and new ideas related to the subject and to disseminate these as appropriate to staff.

The Head of Media Studies also has the following duties in addition to those of a classroom teacher:

## **SECTION 2 – English/Media SPECIFIC DUTIES**

1. Consult, produce and regularly review the Media Studies documentation which should state the agreed procedures, practices and aspirations of the department. This should focus on:
  - Aims and Objectives for English/Media.
  - Assessment, Recording & Reporting.
  - Pupil Inclusion (SEN, Most Able, Pupils with English as a second language, Gender, Multicultural, Differentiation, etc.)
  - Citizenship.
  - The range of appropriate learning styles.
  - The use of ICT.
  - Health and Safety (in particular the use and storage of chemicals and electrical equipment).
2. To forge appropriate and mutually beneficial links with local and national scientific organisations.
3. To liaise with other Heads of Department and Co-ordinators in order to work creatively to enhance pupils' knowledge and understanding of Media Studies and its relevance in the Curriculum, and provide professional development opportunities for staff to enhance teaching with real-life contexts.
4. To manage the department's contribution to the School Prospectus.
5. To manage the department's contribution to the School Newsletter and website.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

# Arts & Media School Islington: Person Specification

## Head of Media Studies

### Qualifications

#### Essential

- Qualified Teacher status
- Degree
- PGCE or equivalent

#### Desirable

- MA or equivalent Or Leadership training programs

### Experience

#### Essential

- Successful teaching experience within Media Studies and English at KS3 & KS4 and all ability groups
- Evidence of administrative experience in the faculty
- Experience of developing the Media Studies curriculum
- Ability to develop a curriculum which is sensitive to the needs of all students
- Proven success with Media Studies courses
- Proven track record of results
- Be able to teach to consistently excellent lessons

### Ability/Skills

#### Essential

- Ability to lead others
- Imaginative and able teacher with ability to relate well to students
- A good communicator, ability to liaise successfully with parents
- To manage and be responsible for the efficient and effective use of faculty resources
- Ability to manage a budget
- Ability to professionally mentor and develop staff
- Proven ICT skills

### Disposition

#### Essential

- Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour
- To believe in the importance of team work and a collaborative approach across the curriculum
- To be able to build supportive working relationships with colleagues both within and outside the faculty
- Evidence of commitment to and understanding of collective responsibility and creative approaches

**All candidates must be able to give clear evidence against each point within the person specification.  
Your personal statement may be up to 3 sides of A4**

## Guidance for candidates applying for a job with Islington Schools

Please read this carefully BEFORE you start to fill in the application form.

### References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. It is our policy to approach the referees of all shortlisted candidates. We reserve the right to approach any previous employer for a reference. If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.

All offers of appointment depend on receiving references satisfactory to the School. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The School reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g.

authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

Additional information for people who consider to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

### Disclosure & Barring Service

Islington Schools operates a Disclosure procedure in line with DBS guidelines. If you are selected for appointment to a post that involves access to children you will be subject to this procedure. All Disclosures are carried out in the strictest confidence and are made only in connection with your application for employment and for no other purpose. The application for an Enhanced Disclosure will be activated before your first day of work.

Posts that involve such access include: all School based posts, Youth Workers, Early Years Service posts, Education Psychologists, Education Welfare Officers as well as all Office based posts where the post holder, on occasion will be required to visit any establishment where there are children.

A copy of our policy on the Employment of Ex-Offenders is enclosed. Please contact Islington Schools HR on 0207 527 5787 if you would like further clarification about the post you are applying for.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record to a HR Advisor, in confidence, prior to completing an application for an Enhanced Disclosure with the Disclosure & Barring Service. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures.

#### Declaration

Under the Data Protection Act 1998, we must ask you to freely give your explicit consent to the processing of information on this application form in accordance with London Borough of Islington's registration under that same Act for personnel and payroll purposes, equal opportunities monitoring and to fulfil statutory requirements.

#### Equal opportunities monitoring information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Education HR on 0207 527 5787.

## Policy on the recruitment and employment of ex-offenders

### Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools HR Services) or on the internet at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) or [www.direct.gov.uk](http://www.direct.gov.uk). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a Disclosure.

### Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

### During the application process

When you apply for a job with Islington Schools you will be told if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications.

A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

### If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post, proof of relevant qualifications and any other essential requirements for the post.

In the starter pack you will also receive comprehensive guidance notes explaining how to fill in the disclosure form. If, after reading the guidance, you have any questions please contact Islington Schools HR Services as detailed in the covering letter.

All employees/advisors involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- Whether the conviction or information was disclosed during the application stage;
- Whether the conviction or information revealed is relevant to the job;
- How long ago the offence(s) took place;
- The candidate's age at the time of the offence(s);
- The number and pattern of offences;
- Any other relevant circumstances.

All staff/advisors in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

#### Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate. Islington Schools HR Services will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

#### Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools HR Services has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools HR Services on request.



# Arts & Media School

## ISLINGTON

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