



## MEDIA STUDIES TEACHER JOB DESCRIPTION

<b>Job Title :</b>	Specialist Media Studies Teacher (Upper School)
<b>Line Manager:</b>	Head of Social Sciences Faculty

### Purpose of Job

Subject teachers are responsible for maximising the academic progress of the students they teach and, working with colleagues to participate fully in the development of the department. Subject teachers promote a positive, purposeful and professional working atmosphere that encourages cooperation and challenge, whilst valuing the contribution that individuals make to the success of the Department.

### Duties and Responsibilities

#### Main Duties

- Encourage high standards in all aspects of school life, particularly in student progress
- Contribute to the effective and efficient running of the School
- Promote a school culture which is positive, purposeful and professional
- Support and motivate students, teachers and other school employees
- Encourage consultation, review and improvement

#### Teaching and Learning Responsibilities

- Plan and prepare well-structured, clearly presented lessons appropriate to the abilities of all students and the syllabus being taught
- Make sure that the classroom is a stimulating environment that facilitates learning
- Generate enthusiasm for the subject being taught and inspire all students to work to their potential
- Liaise with the Head of Department and Learning Support where a student may have special educational needs and with the form tutor and Head of House if a student is experiencing pastoral difficulties
- Promote high standards of behaviour by encouraging a positive, proactive approach to study and build productive relationships with students
- Set homework according to policy and pertinent to the student's ability and wider work load
- Promote high standards of organisation
- Be punctual to lessons
- Promote high standards in the use of English as the common language and help develop English for Academic Progress
- Provide high quality, accurate, constructive and targeted information to parents at Parents' Evenings, in subject reports, incidental meetings and communications
- Assess, record and monitor the progress of all students according to faculty guidelines in order to provide accurate information to parents in a variety of forms, as and when necessary

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- Maintain materials and resources as needed

#### **Responsibilities to the department and School**

- Be respectful of the needs of colleagues and the department with regards to cooperation, collegiality, deadlines and team cohesion
- Participate positively in departmental meetings, follow policies and generally contributing to the effective and efficient running of the department
- Promote professional dialogue, share ideas about teaching and learning and support other teachers in developing good practice and new approaches and initiatives
- Take part in, and contribute to, INSET activities offered in the department and by the School
- Enthusiastically contribute to cross-curricular links and initiatives, and Leadership in Action activities
- Be involved in new responsibilities within the department as part of an ongoing process of professional development
- Keep up to date with developments in the Subject, and in education generally

#### **Other Responsibilities**

- Undertake other reasonable duties as requested by the Head of Department, Head of Faculty or members of the Senior Leadership Team and any duties that the Head Master deems necessary for the effective operation of the School

#### **Requirements**

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS
- Minimum three years' teaching experience
- Familiarity with the National Curriculum of England (Plus IGCSE/GCSE and/or A Levels as appropriate)
- Passion for teaching and commitment to educating the whole child
- A high level of professionalism and consideration of the well-being of children
- Recent and consistent involvement in extracurricular activities
- Respect for all members of a school community, irrespective of position, gender, age and ethnic background
- Previous experience working with students for whom English is not their first language
- A positive and solution-focused attitude to working life
- Acceptable police checks (or equivalent) from the country of origin and from all other countries in which the applicant has worked and no question regarding suitability to work with children
- Appropriate references from current and previous employer, corroborated by personal phone calls made to each referee

Education is an ever-changing service and all staff are expected to participate constructively in schools activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from

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the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

## **MEDIA STUDIES TEACHER JOB SPECIFICATION**

### **Media Studies Department**

The Media Studies Department is part of the Social Sciences Faculty at Harrow International School Bangkok, which also includes business studies, economics and psychology.

### **Course and examination board**

We currently offer the international CIE Media Studies qualification at A Level which is similar to the OCR Media Studies qualification offered at A Level in the UK. Media Studies is a subject growing in popularity with about 40 students studying it at A Level.

### **Academic outcomes**

Academic results in A Level Media Studies are very strong with about 60% of students achieving A or A\* grades in recent years. Students from Harrow Bangkok have won the Cambridge High Achievement Award in Media Studies at AS and A Level for three consecutive years. This award is given to the students with the top mark in the country at AS Level and at A Level. A growing number of our students are going on to study media-related degree courses in the UK, USA, Australia and Canada.

### **Department staffing**

The Media Studies Department currently consists of one full-time teacher who is responsible for overseeing all aspects of the running and delivery of the course, including curriculum development, coursework and examination entries. In addition to this, there is a second part-time Media Studies teacher who also has other responsibilities in the school.

### **Desirable skills and attributes for teachers**

- The knowledge, skills and experience to successfully deliver the Media Studies curriculum at A Level
- The confidence and ability to deliver both theoretical and practical components of the A Level Media Studies curriculum - knowledge of Final Cut, the Adobe Creative Suite would be useful
- Familiarity with the CIE A Level Media Studies syllabus (OCR in the UK) and its approach to assessment would be advantageous
- The ability to effectively monitor student performance and provide intervention to support students when needed

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- An awareness of the needs of EAL learners - as the majority of our students are non-native English speakers, a knowledge of strategies to support and scaffold students' language development hand in hand with their understanding of syllabus content is beneficial
- The managerial and organisational skills needed to ensure the smooth day-to-day running of the Media Studies Department which includes: budgeting, development of teaching resources, curriculum and assessment, and meeting deadlines for submission of coursework
- A knowledge of formative assessment strategies and a willingness to routinely incorporate these into lessons
- A willingness to undertake regular professional development to continually enhance subject knowledge and classroom teaching practice
- The ability to write academic references and letters of recommendation to support the university applications of Sixth Form students
- A willingness to support students with the writing of personal statements for admission into UK universities
- A willingness to take part in subject-related extracurricular projects including the student-led LionView Production team, the Harrow Film Festival, the Harrow Oscars and the filming and editing of the whole school Speech Day video.
- A willingness to offer regular revision and intervention sessions for students outside of normal teaching hours (at lunchtimes and after school), particularly in the lead up to coursework deadlines and external examinations
- The ability to extend able students beyond the syllabus both inside and outside of lessons
- A willingness to promote the department within the school and develop links with other departments in the Lower School
- The ability to teach a second subject such as English would be desirable, but not essential