



Saint Francis Xavier

CATHOLIC SIXTH FORM COLLEGE



Head of Media Application pack

September 2025



LETTER FROM THE PRINCIPAL

Graham Thompson

I am delighted that you are considering applying to work at Saint Francis Xavier Catholic Sixth Form College.



At St. Francis Xavier we understand the importance of recruiting talented and well-qualified staff to maintain excellence in all that the College does. We are a thriving sixth form college and this could be your opportunity to join an outstanding team of enthusiastic and committed individuals who value the welcoming, friendly and supportive environment that exists here. Both teaching and support staff are enthusiastic, creative and committed to making a positive contribution towards the College community. Our staff are passionate about working with young people and always go the extra mile to provide guidance and support to help them succeed. If this sounds like you, we want to hear from you!

The College is a wonderful and vibrant place to work. It offers outstanding education to students aged 16-19 and we are dedicated to the pursuit of quality in teaching and learning and to the achievement of high standards in everything that we do. Teachers are encouraged to research innovative and creative teaching, learning and assessment strategies to engage learners and continue to improve outcomes for all.

So what can the College offer you?

Because we know that our staff are passionate about education, learning and self-development, as a new teacher to the College you will have the opportunity to develop professionally through a programme of training developed both in-house and through external agencies. Participation and collaboration are core values and expected behaviours of all staff at SFX; every staff member is a source of new ideas, useful insights and feedback. We are a highly skilled community and keen to learn from each other as well as look outwards. The sharing of materials and ideas is standard amongst teaching staff; resources are easily accessible through Google Drive. To this end, supported experiments and exchange of sound teaching and assessment strategies are encouraged, with the needs of the learner at centre of all we do.

We recognise and value the contribution of all staff and the positive relationships they have with our learners is key to our success. As such, the College seeks to recruit, retain and develop high quality staff. We value our staff and their contribution to the College and are committed to developing and retaining our employees. If you would like to be a part of one of the best sixth form colleges in the country and join our vibrant community of teaching and support staff, then we can't wait to hear from you!

I very much look forward to welcoming you as a member of the St. Francis Xavier College community.

Graham Thompson

Principal

ABOUT US

St. Francis Xavier Sixth Form College is based in Balham, South London. We offer a fantastic choice of courses, with a strong record of success.

We are ranked the 2nd best sixth form college in the UK for student progression to university based on prior attainment.

Outstanding Results

Our high quality of teaching, facilities and academic support help every student reach their potential and achieve their progression goals.

- **98% pass rate** in A level, BTEC, CTEC and UAL level 3 courses, with 50% of those students achieving high grades.
- **95% of our 400+ UCAS** applicants progressed to university - far higher than most colleges.



Course Choices

We offer a broad range of courses which include:

- 28 A level/Applied subjects,
- 11 Level 3 Extended Diplomas
- 4 T levels.

We also have Level 2 and Foundation options available.

Ofsted rated:

'Good with Outstanding Features'

Following an inspection in November 2023, Ofsted graded St Francis Xavier Catholic Sixth Form College good with outstanding features.

Personal development and provision for learners with high needs were both graded outstanding, while good grades were received for quality of education, behaviour and attitudes, leadership and management and education programmes for young people.

With all areas being graded good or outstanding, the report contains many positive findings. Inspectors were particularly impressed by the '**welcoming nature of the college**', the '**well-qualified teachers with strong subject knowledge**', the '**exceptionally high quality**' tutorial programme and the way leaders and managers '**rigorously monitor the quality of education they provide.**'

Full details and the link to the report can be found at <https://www.sfx.ac.uk/about-us/ofsted>

MISSION STATEMENT



St. Francis Xavier Sixth Form College is an inclusive educational community, rooted in the Catholic faith with Christ at its centre. Our aim is to provide a broad curriculum which emphasises the pursuit of excellence and focuses on career preparation, leadership and service to others. We are committed to preparing the whole person to lead a life of purpose and success in a just and sustainable world.

**We express our commitment
in the following values:**

Kindness
Service
Faith
Inclusion
Courage
Honesty
Respect
Forgiveness.



STAFF WELLBEING & BENEFITS

We want staff to enjoy working at St Francis Xavier College. We aim for all our colleagues to feel supported to develop, maintain positive wellbeing and achieve a healthy work/life balance. We strive to create a warm and welcoming staff community.

We have recently been awarded the Carnegie Bronze FE Mental Health Award in recognition of the work we do to support the wellbeing of staff and students.

There are two dedicated Wellbeing Afternoons and one dedicated Wellbeing Day each year.



Further staff wellbeing initiatives take place throughout the year, including **free weekly fitness classes**, a **subsidised massage service**, **daily prayer in the chapel** open to all, **charity collections** and **complimentary snacks on Fridays** to encourage mingling in the staff room.

We regularly seek feedback and suggestions for further ways to improve staff wellbeing from our colleagues. Our **Staff Pulse survey** runs every half term, with outcomes discussed by senior leaders and at the regular **Staff Wellbeing Forum**.

Staff benefits include:

- Excellent training opportunities;
- Free use of our state-of-the-art gym;
- Free Fitness Classes for Staff;
- Staff wellbeing days and activities;
- Staff social activities;
- Free annual flu vaccinations for staff;
- Free eye tests;
- Cycle to work scheme;
- Subsidised on-site staff massage service;
- Confidential Counselling Services;
- An on-site nursery
- Membership of the Teachers' Pension Scheme or
- Membership of the Local Government Pension Scheme;
- Just a 2-minute walk from Clapham South Station;
- Free On-Site Parking and bike store;

"I have never worked in an organisation where wellbeing is set as one of the utmost important caring values".

Survey scores for questions relating to workload are significantly above the national average and the overwhelming majority of staff responding that they would recommend the college as a place to work.

Our most recent Ofsted report recognised the supportive nature of the college, noting that **'leaders are considerate of staff workload' and that 'teachers appreciate that opportunities for professional development do not come at the cost of increased workload'**

YOUR INDUCTION & CPD

College Principal Graham Thompson, puts staff development to the forefront of his strategic planning, so that teaching and learning is developed through in-house training alongside partnerships with external agencies. Participation and collaboration are core values and expected behaviours of staff at St Francis Xavier: every employee is a source of new ideas, useful insights and feedback. We are a highly skilled, outward-looking community who engage deeply with pedagogical research, while also being keen to learn from each other.



Our induction programme for ECTs is run in conjunction with Wandle Teaching School Hub, who provide training and act as the Appropriate Body.

ECTs are supported by a dedicated mentor and complete a two-year statutory induction, including topics such as safeguarding, equality & diversity, behaviour for learning, assessment for learning strategies and the use of data to drive progress. Secondary School work experience is usually arranged for two weeks in the summer term of an ECT's second year.

Teachers who have completed a post-compulsory PCET also receive a mentor for their first year and are supported to achieve QTLS. All induction activities are overseen by Head of CPD, Tom Spindler

All **new staff are assigned a buddy** in order to help them integrate into the college.

The sharing of materials and ideas is standard amongst teaching staff: resources are easily accessible on site or remotely through Google Drive.

As part of our **digital innovation strategy**, the college provides all teachers with an **iPad** and colleagues are **encouraged to research innovative digital tools** which can further increase learner engagement and continue to improve outcomes for all students.

The college is committed to developing talent and helping colleagues achieve their career ambitions. According to our most recent Ofsted report, *"Staff feel well cared for and support leaders in the promotion of a culture of continuous improvement"*.

Feedback is regularly sought from colleagues using the TES Staff Pulse survey: the average scores given in response to questions concerning goal setting and support are both significantly above national averages.

Reflecting at the end of their induction period, one ECT commented *"I have excellent support from colleagues, my mentor and induction tutor"*.

When surveyed about the effectiveness of INSET sessions, staff overwhelmingly report that their training has had a positive impact on their practice.

A culture of pedagogical exploration is fostered through opportunities for open exchanges of teaching strategies and meaningful feedback conversations, with the needs of our learners at the centre of everything that we do. **We invest heavily in our staff, because we know they are key to the continued success of St Francis Xavier Sixth Form College.**



ABOUT THE DEPARTMENT



The Media Department is a dynamic and creative hub within the college, offering a range of industry-focused courses to approximately 90 students. Our dedicated team of four specialist teachers delivers A Level Media Studies, UAL Creative Media and Production Technology, the T Level in Media, Broadcast and Production, and from September 2025, we will introduce Level 2 UAL Creative Media Production.

The department has recently undergone significant investment, with newly refurbished classrooms, a brand-new media studio, and an upgraded student equipment suite featuring state-of-the-art cameras, lighting, and audio technology. Additionally, students benefit from access to the college's professional music studio, providing a real-world media production experience.



We take great pride in our consistently high achievement and progression rates. With outstanding facilities and expert teaching, we equip students with the skills and knowledge needed to excel in further study or embark on successful careers in the media industry.

JOB DESCRIPTION

Head of Media Department

A. 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 and 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: Associate Assistant Principal

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. Strong understanding of media theory, production techniques, and digital media trends.
3. Experience integrating industry-standard software and equipment into teaching (e.g., Adobe Creative Suite, video production tools).
4. Work with external agencies, media companies, and our T-Level Placement Co-ordinator to manage and monitor work experience and placement opportunities for students.
5. Develop partnerships with media organisations to enhance industry exposure.
6. To establish and contribute to a recruitment process that matches learners to appropriate provision.
7. To ensure that students proceed through an appropriate and informative induction process.
8. To keep curriculum provision under annual review and investigate new developments
9. To oversee and direct the planning, organisation and coordination of the teaching and learning process
10. 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.
11. 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.
12. 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.

13. To be responsible for the achievement and success of learners in the department and for ensuring high standards of attendance, punctuality, achievement and conduct.
14. To oversee the provision and maintenance of physical resources to support the effective delivery of current and planned curricula within the department.
15. 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.
16. 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.T
17. 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 Associate Assistant Principal 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

Methods of Assessment	Essential	Desirable	Method of Assessment				
ESSENTIAL QUALIFICATIONS			A	I	R	C	T
A graduate of Media Studies, Film, Digital Media, or a related subject.							
PGCE, PCET or other teaching qualification as outlined in the Further Education Teachers' Qualifications Regulations 2001.							
ESSENTIAL SKILLS							
Excellent written communication skills with a good standard of IT skills							
Proven successful classroom practice which motivates students to high standards of achievement							
Experience of managing or leading a team in a secondary capacity							
THE ABILITY TO							
Manage and motivate students							
Manage and motivate staff members							
Build and lead teams							
Work under pressure							
Meet conflicting deadlines							
Work in a collegiate manner with the department and across the college							
OTHER QUALITIES							
Flexibility and willingness to adapt to the needs of students from a wide range of abilities and cultures.							
Commitment to the pastoral care of young men and women aged 16-19							
Commitment to the safeguarding and welfare of students.							
Proactive approach in commitment to the College's equal opportunities policy.							
Proactive approach in commitment to the mission and aims of a catholic college							

HOW TO APPLY

To apply, please complete the application form via the TES website or our careers page. The application form includes a personal statement which should clearly demonstrate how you meet the requirements set out in the Person Specification and should not be longer than 2 pages of A4. Please ensure that all CV gaps are accounted for in your career history.

Reference details

Please provide names, addresses and contact details for two referees, one of whom should be your current or most recent employer. We expect to take up 2 references for candidates who have been shortlisted prior to the interview.

Closing Date

Applications must be received no later than **midnight** on: **Monday 21st April 2025**

Interviews

Interviews will take place in the **week commencing : Monday 28th April 2025**

Safeguarding

St Francis Xavier Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of and commitment to safeguarding and welfare of students. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants. As well as verification of identity, we ask all successful candidates to undertake an enhanced DBS disclosure. In line with Keeping Children Safe in Education (KCSIE) guidance, we may also conduct an online search about any shortlisted candidates as part of our due diligence to identify any matters that might relate directly to our legal duty to meet safeguarding duties, in accordance with Keeping Children Safe in Education (KCSIE).

Data Protection

As part of our recruitment process, St Francis Xavier Sixth Form College collects and processes personal data relating to job applicants. The College is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For further information please read our Privacy Notice.

Notification and Feedback

Candidates who have taken part in interviews will be notified of our decision as soon as possible and feedback will be provided for all candidates invited to interview.

Additional Information

If you have any other questions about the role or the application process please contact Anna Mason, HR Manager on a.mason@sfx.ac.uk or 020 8772 6094

HOW TO FIND US

TUBE

Clapham South tube station is a 2-minute walk away. Turn right as you exit away from Clapham Common along the high road and take the first right turn onto Malwood Road.

TRAIN

Balham train station is a 12-minute walk or 5-minute bus ride away. As you come out of Balham station, walk straight along the high road past McDonald's and Sainsbury's. Malwood Road is the left turn opposite Shell Petrol station and Burger King.

Clapham Junction is a 14-minute G1 bus journey away.

CAR

Free on site car parking is available for staff and visitors.

BIKE

Bike parking and storage facilities are available on site and the College participates in 'cycle to work scheme' with *Cycle scheme*.



BUS

The following routes stop nearby:

- 50** - Croydon / Thornton Heath / Norbury / Streatham / Clapham / Stockwell
- 155** - Tooting / Balham / Clapham / Stockwell / Oval / Kennington / Elephant & Castle
- 249** - Clapham / Balham / Tooting / Streatham / Crown Point / Crystal Palace / Anerley
- 315** - West Norwood / Streatham / Balham
- 355** - Mitcham / Tooting / Balham / Clapham / Brixton
- 690** - West Norwood / Tulse Hill / Herne Hill / Brixton / Clapham / Wandsworth Common
- G1** - Streatham / Tooting / Wandsworth Common / Clapham Junction

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