

Job Description -

Head of Media & Communication

Reporting to Head of Faculty of Media & Performance**The key purposes of this role are to:**

- Market, plan and deliver high quality teaching, learning and assessment on all the courses you teach.
- Ensure a high level of positive student outcomes on your courses
- Enhance the overall experience of students through your involvement in wider College life
- Ensure that an equitable share of team preparatory, marketing and administrative work is completed to a high standard

	This post is accountable for:
Planning and delivering high quality teaching, learning and assessment	Ensuring learning outcomes for lessons are planned with reference to what we know about student needs and abilities in order to provide stretch and challenge for all.
	Managing lessons to ensure that students are clear about expectations and make good progress.
	The regular use of formative assessment to check learning.
	Meeting College and team assessment/marking standards.
	Providing clear guidance for LSWs supporting learning in your classes.
	Identifying and reporting your training needs. Undertaking continuing professional development in order to respond successfully to the challenge of teaching new student groups.
	Taking some opportunities to develop literacy or numeracy and develop 'wider world' understanding (inc E&D) across each course.
	Ensuring high quality resources and (where relevant) and experiences are available to students.
Ensure a high level of positive student outcomes	Insisting on high ambitions for all students.
	Ensuring academic performance targets are met for your classes.
	Completing registers, tracking documentation, reviews and references to deadline.
	Timely and accurate recording of student performance, behavioural, risk and skills information using College systems.
	Liaising effectively with Parents, Pastoral Managers, tutors, Student Journey team to address attendance and performance concerns

Enhance the overall experience of students	Actively contributing to developing the relevant curriculums based on national best practice in order to establish and maintain a reputation for excellence.
	Actively supporting students to engage with and contribute to the life of the College & beyond
	Actively contributing to the wider life of the College
	Working collectively with other staff to ensure student safety and good student behaviour around College
	Ensuring compliance within your area to College policies and procedures. Particularly Health and Safety, Safeguarding, Trips and E&D policies.
Ensure that an equitable share of team preparatory, marketing and administrative work is completed to a high standard	Taking responsibility for elements of provision, activities and care of particular resources where required. This includes taking responsibility for coordination of courses (including course documentation and meetings) within your teaching teams on an equitable and/or rotation basis.
	Administering courses or delegated projects in accordance with College, Exam board and Faculty policies ensuring agreed deadlines are met and record keeping is of a high standard. Taking an equitable share of IV or moderation responsibilities within your subject teams including, where relevant, lead role on rotation.
	Effectively promoting and marketing your courses in line with College and Faculty initiatives including liaison with outside agencies where appropriate.
	Undertaking an equitable share of course and Faculty administrative, developmental and routine work, ensuring that these tasks are carried out to a high standard.
	Playing an active and positive role in the development of the Faculty and its courses
	Analysing available data in order to inform line managers, action planning and decision making.
	Actively participating in appropriate reviews, meetings, monitoring and evaluation within your School and course teams.
	Ensuring with your co-lecturers that all classes as registered and have work set when team members are absent
	Taking an equitable share of mentoring new staff in the Faculty
	Undertake such duties related to the work of the College as may be assigned, consistent with your level of responsibility.

- All academic staff will also be tutors, please see job spec below.
- Annual targets for each element in this job description may be agreed annually with your Line Manager.

Job Description: Personal Tutor (Lecturer)

Reporting to: Pastoral Manager for this element of your role



The key purposes of this role are to:

- induct and integrate your students into the College and the transition to student life and **ensure that they survive and thrive** here
- **create tutor group identity** around student ambitions and interest and provide tutorial activities which build upon this
- **provide students with a clear line of sight** to employment, self-employment or HE; developing their confidence and relevant skills in order to get there. To manage their individual 'tutoring pathway' to ensure that it is fit for purpose
- **performance manage your group of students** to ensure that they maximise their full potential
- **safeguard** and promote the welfare, equality and diversity of all students at Cirencester College

	This post is accountable for:
Ensuring students survive, thrive and progress	Successfully enrolling and inducting students into the College and developing both a sense of belonging and the resilience to succeed here
	Ensure that key College information is communicated effectively & in a timely manner
	Insisting on high ambitions for all students.
	Clearly and actively signposting support services, including learning support
	Contribute actively to College Induction Day and other student induction activities
	Liaising effectively with parents/carers and attend meetings/consultation evenings as appropriate
	Actively supporting students to engage with and contribute to the life of the College & beyond
	safeguarding and promote the welfare, equality and diversity of all students
	Actively contributing to pastoral meetings to ensure best practice is shared and issues resolved.
	Providing pastoral care, guidance and support for your tutees

create a tutor group identity	Providing clear frameworks for students in terms of expectations, policies and rights.
	Innovate and develop tutorial activities around student ambitions in order to equip them with the motivation, skills, experience and knowledge to successfully pursue their chosen path
	Developing an expertise in understanding routes into the career or HE path linked to your particular tutorial group(s)
	Ensuring that all tutees can identify with the tutorial group identity
	Delivering the basic tutorial programme
provide students with a clear line of sight to employment, self-employment or HE;	Closely monitor the quality of tutoring within your Faculty. Intervening whenever standards fall and providing staff development where needs are identified
	Proactively and robustly monitor attendance
	Providing first-level progression guidance and support to students completing UCAS and employment applications.
	Referring students to appropriate guidance staff for more in-depth guidance and support
	Writing UCAS and employment references for tutees
	Using student voice and feedback to constantly refine and improve provision
performance manage your group of students	Closely monitor the progress of individual students against targets (for example attendance, CPGs and assignment completion), intervening and promptly following up risk indicators or concerns.
	Liaising effectively with Senior Tutors, lecturers, Student Journey team, SAMs or counselling service to address attendance and performance concerns
	Checking and signing off any course change application in the first six weeks
	Initiate parent contact, meetings, warning letters and other key processes
	Complete annual Individual Learning Reviews to deadline.

Annual targets for each element in this job description may be agreed annually with your Line Manager.

Indicators/ sources for reaching performance judgements (not exhaustive):
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Performance will partly be judged using some or all of the indicators /sources but with line management judgement overall being the key criteria. This is not a comprehensive list and does not prevent or exclude any other source or indicator also being used, and needs to be read in conjunction with our College staff review policy
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| <ul style="list-style-type: none">• Student Feedback (inc student survey)• Parent feedback• Individual Learning Plans,• Success Rate Data• Observation• Corero Notes,• Referrals to Pastoral Managers,• student retention and attendance data• Destinations Data• UCAS Reference quality• Feedback from staff |
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PERSONAL PROFILE

We are seeking someone who closely matches the following criteria:

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Full teacher training qualification OR be willing to work towards one within two years	Documented evidence of continuing personal development
	A relevant degree in Media/ Graphics or associated discipline	Full driving licence including Section D (minibus test)
SKILLS/ PERSONAL QUALITIES	Good organisational and interpersonal/team skills	Skills or experience in time management, prioritising
	The ability to relate to our students quickly and effectively	Understanding of how to raise performance.
	A focus on maximising student success	Evidence of innovation in designing or delivering courses.
	The imagination and ability to organise enrichment activities within the curriculum	Adaptable and flexible to changing nature of business need
	Familiarity with Vocational & Alevel specifications in Media & Graphics	Understanding of differentiated learning
	Ability and/or willingness to design and lead on new units and qualifications	Evidence of designing or delivering courses
	IT literate	
	A commitment to organising and leading student outdoor fieldwork visits and project work	
	Punctual and reliable	
	An effective and sensitive team player	
	Enthusiasm, drive and the ability to work with limited direction	
	Able to cope effectively when things go wrong or practical difficulties emerge	
	Student centred approach to learning	
EXPERIENCE		Evidence of success in previous/current teaching roles
		Experience teaching Media & Graphics topics

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and do not justify a reconsideration of the grading of the post.

All academic staff will also be tutors, please see job spec below.

Annual targets for each element in this job description may be agreed annually with your Line Manager.

Indicators/ sources for reaching performance judgements (not exhaustive):
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<p>Performance will partly be judged using some or all of the indicators /sources but with line management judgement overall being the key criteria. This is not a comprehensive list and does not prevent or exclude any other source or indicator also being used, and needs to be read in conjunction with our College staff review policy</p>

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|---|
| <ul style="list-style-type: none">• Student Feedback (inc student survey)• Parent feedback• SOW• Success Rate Data• Observation• Corero Notes,• Inspection reports• Student retention and attendance data• Recruitment and retention• MIS• Team (inc assessment) records• Marked work and other formative and summative feedback• UCAS and reference quality• Line manager, peer and cross-college feedback• Value Added reports• External Quality Reports |
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Head of Media & Communication

Required: 1st September 2021

Full-Time, Permanent Position

Academic Salary range 1-14: £23,723 to £40,000

Responsibility Allowance: RA D £2000

(Dependant on qualifications and experience)



Dear Prospective Applicant,

Thank you for taking an interest in the position of 'Head of Media & Communication' at Cirencester College. We are recruiting an enthusiastic, committed and well qualified lecturer to lead the vision for our Media & Communications department. The role of 'Head of Media & Communications' would co-ordinate a successful team of lecturers within our Media & Performance Faculty and contribute to the College's strategic vision within a supportive and encouraging team. This is an exciting opportunity to join our thriving and dynamic department at Cirencester College.



An Introduction to Cirencester College

We are a top performing Sixth form provider holding Beacon status as one of the country's leading Sixth Form Colleges. Previously we were a tertiary college and we retain some 16-19 vocational provision at level 2, apprenticeships, a small amount of adult work including professional courses and HE. The vast majority of our c2300 students now study on level 3 programmes, which are mainly A Levels, but we are one of the first Colleges across the country selected to deliver the new innovative 'T level' qualifications. We have approximately 310 staff including managers, lecturers, and a wide array of support staff. Unlike schools, the college has its own lecturer's pay scale which currently runs from 1-14: £23,723-£40,000.

Our rural Cotswolds Campus adjoins the scenic Cirencester Park and is a 15-minute walk from town. Our site has been undergoing a rapid gentrification process over the last 3 years and this transformational phase will continue as we modernise our facilities to align with the modern needs of our students. Many of our students travel some distance to get here which reflects their motivation and desire to succeed in the 'Ciren Way'. We offer a wider range of opportunities and they generally repay that approach by doing very well.

New staff members are warmly welcomed and feel quickly immersed to our vibrant and successful community. At Cirencester College we have an ambitious programme of continuous development and expansion which provides a stimulating and supportive environment for staff who wish to develop their careers.

About the Department, Role & Media & Graphic Facilities

Media Department

The Media & Communications team at Cirencester College is currently made up of 7 Colleagues who work across the Media & Graphics curriculum areas. There are four full time lecturers, one part time lecturer, one visiting lecturer and a fulltime technician.

The Media and Graphic Communications offerings at Cirencester College are very popular, currently we deliver UAL Extended Diploma in Creative Media Production, CTEC Digital Media Foundation Diploma and two Eduqas A levels. A level Media & A level Art & Design (Graphic Communication pathway). This team may also contribute to the Digital T-level and other Media related courses may be added.

Media & Communication courses are a very popular choice at Cirencester College and we have a proven track record of academic achievements. Recent accolades include our Vocational department results being within the top 25% of National benchmark. More recently we have seen significant growth in student recruitment in the subjects of Alevel Graphic Communication and we would like to expand this provision as it prepares to relocate into our new state of the art Digital Skills Building in early 2022.

Educational visits are scheduled throughout the year to support our innovative delivery of vocational qualifications. Recent trips include Warner Bros Studio, Rome and Prague. The Media & Communications Department frequently hosts guest speakers and visiting practitioners to complement studies.

The Role

We are looking for an innovative and creative leader with the vision, drive, energy, and enthusiasm who can lead strategically. Our new Head of Media & Communications will prepare a team of Creative Digital Media staff to launch the pioneering new T level qualification in 'Media, Broadcast and Production' from September 2023. Another key function of this role would be to introduce a dynamic and significant enrichment programme presenting student opportunities for creative output across a variety of differing content distribution. In particular, finding ways of bringing other students together with technical Media students. We would welcome applicants who have experience in leading Student run television stations or College Magazines.

This role would be a golden opportunity for an experienced and ambitious teacher. As a lecturer, your main role will revolve around planning & delivering lessons, marking student work, monitoring student performance, and implementing appropriate interventions where necessary to ensure students have the very best chance of succeeding. You will also be required to contribute to marketing events and parents' evenings. A teaching or lecturing qualification is clearly an advantage but we are equally open to applications from those with experience or graduates possessing a relevant degree with energy and ideas but who have yet to achieve a teaching qualification. We are keen to appoint a motivated individual who is committed to continued professional development.



You may become a personal tutor, although this is not guaranteed. We have included the job spec for this element of the role for your information. We have a proven track record of taking inexperienced staff, training them through our recognised teacher training programme and producing some of the very strongest teachers. All we ask is that you have a good Honours degree in a relevant subject, an eagerness to work hard, and a desire to go above & beyond for our students. This role is compatible with the Taking Teaching Further (TTF) initiative. TTF is designed to help unqualified teachers gain experience and train to be a qualified teacher. This includes benefits such as a reduced timetable, team teaching opportunities and access to a teaching qualification while you work.

Media & Graphics Facilities

Our dedicated Media Suite and Television Studio is housed in the Millennium Building which has an open plan design. Our Graphics Space is based in the J Building and will relocate into our new multimillion Digital Skills Centre in 2022. With significant investment in Media & Communication facilities, the College is proud to have created a centre for Media to nurture creative, artistic and technical talent.



Prospective candidates may have already had success in their current or previous roles whether as graduates, teachers or managers and we will want to see evidence of this. We will also want to see a clear determination to put students first in the way that you think and behave. So, if you share our passion for Media and you are interested in driving forward a continuously improving department and becoming part of our team, we look forward to receiving your application. Qualified lecturers should be able to demonstrate a track record of outstanding results, as you will be joining a highly ambitious culture. If you decide to apply, do give some thought to the 'further information' section of your application. We ask applicants to provide a letter in support of their application, and this is particularly helpful at short-listing stage. Your letter should provide us with an insight into your enrichment experiences and share any relevant Media/ Graphics experiences that you would bring to this role.

*If you have any questions about the post, please contact me, Mairead Rolfe, by email:
mairead.rolfe@cirencester.ac.uk*

Mairead Rolfe

Faculty Head Media & Performance