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Job Description

**TITLE AND GRADE OF POST**

Head of Media and Film TLR2B

**AIM OF KHS**

The aim of Kesgrave High School is to provide an environment where our pupils feel safe, secure, nurtured and are encouraged to grow. This positive and inclusive nature allows our youngsters to be able to reach their full potential across their own individual range of abilities and talents.

**PURPOSE OF JOB**

To provide professional leadership management for the Media Studies Department, ensuring:

* The provision of an appropriately broad, balanced, relevant and differentiated curriculum
* High quality teaching
* Effective use of resources
* High standards of behaviour, learning and achievement for all students

**CONTRACT TERMS AND DUTIES**

This job description should be performed in accordance with the provisions of the ***School Teachers’ Pay and Conditions Document*** and within the range of teachers’ duties set out in that document.

**ACCOUNTABLE FOR**

All teachers of Media and Film

**ACCOUNTABLE TO**

Leadership Coach

In addition to the roles and responsibilities of a main scale teacher a TLR post holder must also ensure their role:

**(a) is focused on teaching and learning;**

**(b) requires the exercise of a teacher’s professional skills and judgement;**

**(c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;**

**(d) has an impact on the educational progress of pupils other than the teacher’s assigned classes or groups of pupils; and**

**(e) involves leading, developing and enhancing the teaching practice of other staff.**

*In addition, before awarding a TLR1, the relevant body must be satisfied that the significant responsibility referred to in paragraph 25.2 of the STPCD includes line management responsibility for a significant number of people.*

**The roles and responsibilities for all TLR holders at KHS are amplified in appendix 1 to this document. This TLR job specification should be reviewed annually as part of the Performance Management Process and/or if there are any significant changes to the role / personnel.**

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| **In addition to the responsibilities amplified in appendix 1 this specific TLR also includes the following responsibilities:****following responsibilities:**1. Ensure teachers in your subject area consistently deliver good or better lessons and maintain positive learning environments.2. Create and implement a long term strategic vision for your subject area.3. Plan schemes of learning and which are engaging and relevant to students’ needs and interests.4. Regularly review the curriculum offered, develop new innovative approaches for learning utilising ICT and new resources.5. Rigorously track and monitor student performance across your subject area.6. Ensure marking is regularly carried out in your area in accordance with school marking policy and use assessment for learning to regularly share levels of achievement with students and parents.7. Report regularly to your line manager on current performance and develop intervention strategies to continually improve performance and achieve outstanding results.8. Support and promote the professional development of teachers and linked Associate Staff in your subject area in line with whole school policy. Provide training, mentoring and coaching where appropriate.9. Maintain the highest standards of professionalism and consistently apply school systems. |

**Appendix 1 – Amplification of KHS roles and responsibilities for TLR holders**

**KEY RESPONSIBILITIES**

**PURSUING EXCELLENCE**

* To ensure a well-focused improvement plan is implemented yearly which is based on robust self-evaluation
* To ensure the consistent application of school and departmental policies and procedures
* To encourage and model effective communication with all stakeholders so that pupils, parents and staff are committed to our vision
* To encourage collaboration and therefore mutual respect and courtesy by staff towards each other and pupils thus maintaining high morale
* To ensure you and the department keep abreast of National data, research and pedagogy

**MONITORING AND EVALUATING**

* To monitor and track students’ progress in other classes as well as your own (discuss the progress of students and share information, intervene where necessary)
* To assess results and change strategies where needed (share the analysis of results across the department and put strategies in place to address weaknesses)
* To analyse students’ outcomes with ‘outstanding’ attainment and achievement as the aim (set with the schools challenging targets ensuring they are clear to all teachers and revisited termly)
* To analyse and evaluate the achievement and progress of all groups of pupils across all key stages , including those for those for whom the pupil premium provides support, relative to other schools nationally (in conjunction with school provided data)
* To ensure that marking / feedback to students is of a high quality (ensure the school monitoring schedule is clear to teachers in your subject area, ensuring clear feedback and targets are given)
* To seek the views of students and parents yearly to monitor satisfaction
* Monitor / implement SOW / DDP and SEF for your department
* To ensure the department adheres to the school meetings structure
* To ensure the department is fully represented at whole school events
* To successfully line manage other TLR holder within your department

**PERFORMANCE MANAGEMENT AND IMPROVING TEACHING**

* To observe the requisite number of lessons and judge them consistently and fairly (ensuring you tackle ‘difficult conversations’ about progress in lessons, providing clear feedback and offer pointers for development)
* To offer support sessions to staff for subject specific skills – academic and pastoral (creating opportunities for CPD within the department that all staff contribute to)
* To introduce new T&L ideas to the department (and create opportunities for others to do this)
* To support the development of subject knowledge (recommend ideas / further reading for staff and distribute material for reading / advise on research)
* To provide specific strategies for teachers to improve teaching in collaboration with Leadership (offer suggestions and/or mentoring to teachers for alternative teaching strategies during feedback and ensure you model best practice)
* To encourage the use of new technology where appropriate (encouraged this in the subject area or use the expertise of the teachers around you to share good practice)
* To set Performance Management targets with teachers which are ambitious (Ensure PM meetings address the issues that are relevant and will bring about individuals’ improvement, identify individual PD opportunities and monitor them)

**CURRICULUM AND BEYOND**

* To evaluate the curriculum yearly to ensure that it provides opportunities for high quality learning and is broad and balanced (Ensure you evaluate this to ascertain if it creates opportunities for high quality learning)
* To create opportunities for exciting and inspiring enrichment and support for students (Ensure the department is running exciting trips which enrich the curriculum, or use other means to do so)
* To lead the implementation of exciting and effective revision / support programmes for all students (ensuring students have revision guides and that the relevant staff have worked on effective revision)
* To ensure that the Department contributes to whole school initiatives where applicable
* To support pupils enabling them to make progress in reading, writing and mathematics
* To ensure that the curriculum promotes high levels of achievement and good behaviour and successful progression to the pupils’ next stage of education, training or employment
* To promote the spiritual, moral, social and cultural development of all pupils

**DEPARTMENTAL ADMINISTRATION**

* To write the department timetable in collaboration with your department
* To oversee the completion of exam documentation
* To oversee cover set for long term staff absence within the department
* Liaise with Cover supervisors, Supply Teachers and external agencies when appropriate
* To successfully manage the budget and capitation within the department
* To ensure students reports are free from errors and completed on time for the department
* To ensure you are fully prepared for coaching meetings