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| POST TITLE: Head of Media and Photography | GRADE MPR1 – UPR3 + TLR2B |
| RESPONSIBLE TO: Curriculum Team Leader for Creative and Media | |
| DATE: March 2021 | |
| NAME: TBC | |

Responsible for The strategic direction and line management of MPR and UPR teachers within the curriculum team.
The supervision of all staff allocated to work in the curriculum team and the appraisal of those staff allocated as appraisees by the Principal.

Key liaisons Multi Academy Trust School staff and leadership teams
Parents and students
External agencies
Visitors
Governors

Hours of Work Full time

PURPOSE OF ROLE –

- Responsible for leading, managing and developing Media and Photography as part of the curriculum area at all Key Stages, working under the direction of the CTL for Creative and Media.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated Creative and Media curriculum.
- To be accountable for student progress in Media and Photography within Creative and Media.
- To assist the CTL for Creative and Media with monitoring the quality of teaching within the Creative and Media curriculum area.
- Exercise leadership and management in respect of all members of the team, as directed by the CTL for Creative and Media.
- Responsible for monitoring aspects of student progress across the team as directed by the CTL for Creative and Media.
- Develop and enhance the teaching practice of others.

DUTIES

Strategic Direction and Development

You will coordinate with the support of the CTL for Creative and Media, within the context of Sir Bernard Lovell Academy's aims and policies, the development and implementation of Creative and Media in order to raise achievement and improve the quality of the education provided.

- Raise standards of student attainment and achievement in curriculum area.
- Work with the CTL for Creative and Media in determining the vision and strategic development priorities for the curriculum area.
- Ensure schemes of learning secure high levels of student engagement and enjoyment.
- Be responsible for developing and reviewing the Creative and Media curriculum and overseeing the use of resources and assessments. Keeping up to date with the national developments within Creative and Media.
- Assist the CTL for Creative and Media in formulating the aims, objectives and the strategic development plan for the area.
- Assist the CTL for Creative and Media in developing and implementing policies and practices within the Creative and Media team.
- Ensure that strategic plans are underpinned by sound financial planning.
- Contribute to Performance Management and to act as reviewer for a group of staff.
- Actively engage in the performance review process.

Operational Management

- Use data effectively to identify students who are underachieving in the subject and, where necessary, with the class teacher create and implement effective plans of action to support those students; to actively monitor student progress and raise regularly at Curriculum Team meetings.
- To contribute to, and develop, extra-curricular activities to promote the Creative and Media.
- Analyse and interpret relevant national, local and school data, plus research and inspection evidence to inform, policies, practices, expectations, targets and teaching methods.
- Work with the CTL for Creative and Media to build an effective team with clear expectations.
- Establish a fair, transparent and working ethos in which creativity and innovation are valued and encouraged.
- Assist with making appropriate arrangements for classes when staff are absent, ensuring cover within the curriculum team by liaising with the Cover Supervisor/relevant staff.
- Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school/Trust procedures.
- Participate in school's ITT programme including the mentoring of NQTs and PGCE students as appropriate.
- To assist with the day to day management of staff within the subject and act as a positive role model.
- To be a role model for others within the team through the execution of leadership of this post and the support offered to the CTL for Creative and Media.
- To undertake appraisal meetings with staff within the department.
- To take minutes at Curriculum Team Meetings and distribute.
- Deputise for the CTL for Creative and Media if required.
- To implement policies and practices for the area which reflect the school's commitment to high achievement, effective teaching and learning.
- To help identify and applaud areas of success for teachers and students.
- Ensure the development and maintenance of a collaborative culture which demonstrates loyalty and integrity towards the school, Trust and colleagues.
- Manage and support adherence to the Trust and school's policies and procedures.
- Develop links with governors, neighbouring schools and other relevant local and national agencies

- Be approachable and professional at all times.
- To undertake any other reasonable duties requested by the CTL for Creative and Media.

Teaching and Learning

The Leader for Media and Photography will secure and sustain effective teaching within the curriculum team, evaluate the quality of teaching and standards of students' achievements and set targets for improvement.

- Ensure curriculum coverage, continuity and progression in Creative and Media for all students, including any of high ability and vulnerable students such as those with special educational needs and Pupil Premium students.
- Undertake regular work sampling to ensure that schemes of learning are being followed and work is being assessed appropriately.
- Ensure that teachers are clear about the teaching objectives in Creative and Media lessons understand the sequence of teaching and learning in the subject, and communicate such information to students.
- To help create an effective team by promoting collective approaches to curricular and department development.
- Ensure effective development of students' literacy, numeracy and information technology skills through the subject.
- Establish and implement clear practices for assessing, recording and reporting on student achievement, and for using this information to recognise achievement and to assist student in setting targets for future improvements.
- Ensure that information about students' achievements in previous classes and schools is used effectively to secure good progress in the subject.
- Ensure that students are involved in peer and self-assessment.
- To help with maintaining discipline in the curriculum team by supporting staff and liaising with parents.
- Ensure the highest standards of professional conduct and confidentiality at all times, and, in particular, when with other staff of the school.
- Dissemination of best practice across the Multi Academy Trust.
- Create a positive, stimulating and changing learning environment for students.

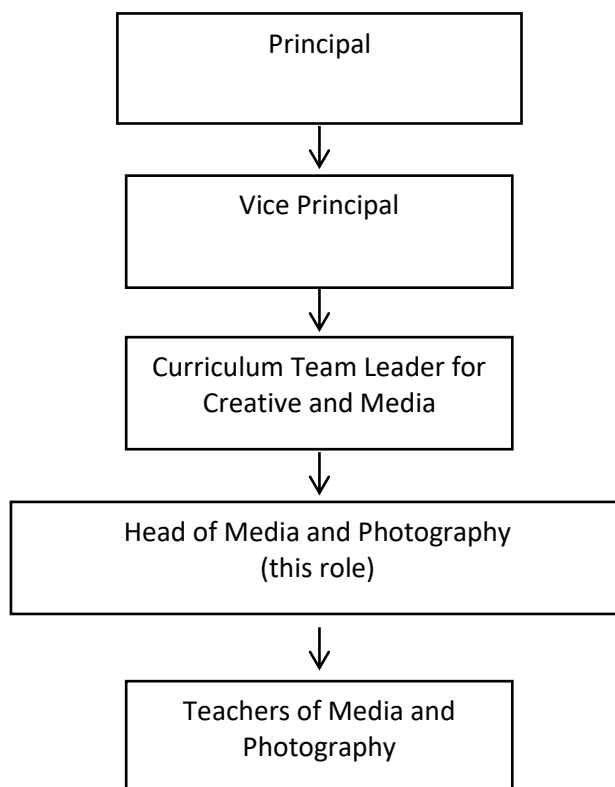
Quality Assurance

- Ensure the effective operation of quality control systems.
- Assist in the process of the setting student progress targets and support the work towards their achievement.
- Contribute to the school procedures for learning walks and professional feedback visits.
- Implement school self-evaluation procedures and to ensure adherence to those within the curriculum team.
- To monitor and evaluate the attainment of all groups of students (based on teaching group, ability, ethnicity, relative deprivation and looked after), in order to ensure equality of opportunity for achievement for all students.
- To monitor and evaluate the accuracy and quality of assessment data and written comments by department staff, in order to ensure the students, curriculum area and school can accurately assess progress and attainment and high quality information is communicated to parents.
- Actively seek/implement modification and improvement where required within the curriculum area.
- Participate in the monitoring and evaluation of the curriculum area in line with agreed Trust/school procedures, including evaluation against quality standards and performance criteria
- Assist the CTL for Creative and Media to monitor, evaluate and review the quality of teaching and learning across the team and use this process to negotiate targets and discuss necessary support requirements to develop their personal and professional effectiveness.

Other Duties and Responsibilities

- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- Be committed to safeguarding and promoting the welfare of children and young people.
- Be aware of and support difference to help ensure that everyone has equal access to the services of the school and feels valued, respecting their Social, cultural, linguistic, religious and ethnic background.
- Attend and participate in meetings as required.
- Ensure that all members of the staff familiar with the schools wider aims and objectives.
- Undertake any other duty as specified by STPCD not mentioned in the above.

Structure



Data Protection and Safeguarding

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

General

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.
<https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Wellsway Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. For this post prior to appointment, Wellsway Multi Academy Trust will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification - Leader for Media and Photography

| | Desirable (✓) |
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| Education | |
| A good Honours degree (in a subject relevant to the position) | E |
| Qualified Teacher Status and evidence of completion of induction | E |
| Evidence of continuing professional development relevant to the post | E |
| A higher degree or management qualification | D |
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| Experience | |
| Exemplary teaching skills | E |
| A proven track record of raising achievement & securing high achievement of students | E |
| The development of schemes of learning across key stages | E |
| Effective use of assessment for learning or PLCs to engage students in their learning | E |
| Using a range of strategies to promote positive student relationships & high attainment in an inclusive environment | E |
| Demonstrable experience of curriculum development improving outcomes | E |
| Experience of leading INSET training | D |
| A record of sharing good practice with other curriculum teams or schools | D |
| Experience of undertaking performance management reviews with colleagues | D |
| Development of partnerships with other schools, business and the community | D |
| Teaching experience in more than one school | D |
| Experience of supporting professional development of colleagues | D |
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| Knowledge and Understanding | |
| Using assessment information to improve practice and raise standards | E |
| Evidence of suitability to work with children and young people | E |
| Excellent knowledge of National Curriculum/programme of study | E |
| A clear vision for the development of the area | E |
| Sound understanding of the principles of effective leadership and management | E |
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| Skills | |
| Demonstrate exemplary classroom management and teaching skills | E |
| Able to communicate clear expectations and hold others to account | E |
| Ability to establish good relationships within the team | E |
| Effective communication skills, both written and oral | E |
| Highly organised with effective time management skills | E |
| Excellent use of ICT as a teaching and admin tool | E |
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| Attributes | |
| Able to inspire and motivate others | E |
| Ambition to progress further in career | D |
| Demonstrable commitment to extra-curricular/ enrichment activities | E |
| Positive approach to school self-evaluation and an insistence on high standards | E |
| Demonstrable commitment to implementation of whole school policies and procedures | E |
| A 'can do' attitude | E |
| Keen to develop links across the curriculum | E |
| Committed to the Wellsway Multi Academy Trust aims | E |
| Committed to Equality and Diversity | E |
| Committed to own continuing professional development | E |
| Other | |
| Good sense of humour | E |