



# MILL HILL COUNTY HIGH SCHOOL

Headteacher: Andy Stainton B.Ed MBA NPQH FRSA

Worcester Crescent, Mill Hill, London NW7 4LL  
Tel: 020 8238 8180

*Aiming Higher – Promoting Harmony – Achieving Excellence*



## **Head of Media and Film Studies TLR 2B (Outer London Allowance)**

### **Candidate Information Pack**



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## Letter from Andy Stainton, Headteacher

Dear Colleague,

Thank you for your interest in joining our community as Head of Media and Film Studies.

Media Studies is taught at GCSE and at A Level. Film Studies is also offered at A Level and the Creative Media BTEC Award is taught in the One Year Sixth Form. The department comprises three specialist teachers and a technician and it is housed in its own building with two dedicated ICT equipped classrooms. The department is well-established, well-equipped and plays a strong part in the wider school, supporting and managing video projects some of which can be seen on the School's YouTube channel.

As well as an emphasis on excellent teaching and learning, skills development and creative practical projects are a particular focus. The department provides a range of enrichment and extra-curricular activities for students including a video-editing club and regularly organises external speakers from the world of Media and Film, as well as out-of-school trips to screenings and study conferences.

We are committed to supporting staff wellbeing in a variety of ways. The good working relationships within the staff body, and between staff and students is why many colleagues have chosen to stay with us for the long term. We subscribe to an Employee Assistance Programme run by Education Support, which is free to all staff, alongside GymFlex, offering reduced prices for gym memberships. We are also strong in supporting staff career development and colleagues are successful in securing promotions at all levels. We support colleagues in pursuing NPQs and offer a secondment programme onto the Senior Leadership Team for middle leaders. We are introducing a two-week half term in October, starting in 2025.

Although we achieve excellent results year on year and are heavily over-subscribed, we are not complacent. We know there is always more to do, and we work together to continuously reflect upon our successes and areas for development. We are keen to hear the voices of all our stakeholders.

Mill Hill County High School is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

Admission into Year 7 is offered to children of staff with two or more years' service.

If you feel that Mill Hill County High School is the right environment for the next step of your career, we would be delighted to receive your application. If you would like to visit us before applying, we would be happy to see you. Please contact Amanda Leonard, the Head's PA, to make an appointment.

Kind regards,

Andy Stainton  
Headteacher



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**Title of Post:** Head of Media and Film Studies

**Salary:** TLR 2b (Outer London Allowance)

**Commencement:** September 2025

**Contract:** Full time – Permanent

We seek to appoint a Head of Media and Film Studies in our diverse and very popular school. This role would suit someone looking to move into middle leadership.

If you would like an informal conversation about this post by telephone or would like to visit the school, please email your request to the headteacher's PA, Amanda Leonard, at [leonarda@mhchs.org.uk](mailto:leonarda@mhchs.org.uk) or alternatively to apply for this post please email your completed application form to [leonarda@mhchs.org.uk](mailto:leonarda@mhchs.org.uk)

**Closing Date: 9am, Monday 10<sup>th</sup> March 2025**

Mill Hill County High School is an Equal Opportunities Employer. We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance.

**We reserve the right to appoint a suitable candidate prior to the deadline.**

**[HOW TO FIND US](#)**





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## JOB DESCRIPTION

**TITLE OF POST:** Head of Media and Film Studies

**Salary:** TLR 2b (Outer London Allowance)

**Commencement:** September 2025

**Reporting to:** SLT Link

### TEACHING & LEARNING

- develop policies for the subject which reflect the School's commitment to high achievement, effective teaching and learning;
- establish, with the involvement of relevant staff, short, medium and long term plans for the development of the subject;
- monitor the progress made in achieving subject plans and targets, evaluate the effects of teaching and learning, and use this to guide further improvement;
- by establishing provision of structured schemes of work, ensure curriculum coverage, continuity and progression in the subject for all pupils;
- provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject, and of different pupils;
- establish, and implement, clear policies and practices for assessing, recording and reporting on pupils' achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvement;
- evaluate progress and achievement in the subject by all pupils;
- systematically monitor the quality of teaching through observation of lessons and adherence to the School's monitoring systems, and take action to improve further the quality of teaching through professional debate based on good practice;

### MANAGEMENT OF PEOPLE

- establish clear expectations and constructive working relationships among staff involved with the subject through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate; evaluating practice; and developing an acceptance of accountability;
- audit training needs of staff;
- lead professional development of subject staff through example, coaching and support, and co-ordinate the provision of high quality professional development, drawing in other sources of expertise as necessary;
- ensure high quality training, monitoring and support is provided during the induction of new staff and for trainee teachers;
- assist colleagues to achieve expertise in their subject teaching and to meet targets;
- work with the SENCO and any other staff with special educational needs expertise to ensure that individual education plans are used to set subject-specific targets and match work to pupils' needs.
- ensure you operate as a role model through meeting deadlines and modelling best practice



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## MANAGEMENT OF RESOURCES

- establish resource needs for the subject and advise senior management/line management of likely priorities for expenditure;
- manage available resources to meet the objectives of school and subject plans;
- provide guidance to departmental staff on implementation of whole school policies relating to the teaching environment and health and safety.
- Source, promote and support the delivery of enrichment opportunities for students of English

## COMMUNICATIONS

- chair and minute departmental meetings on a regular basis;
- establishment and maintenance of lines of good communication within the Department and with other staff, pupils, parents, Governors and appropriate outside agencies.

## SAFEGUARDING

- The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making an appointment to this post
- We expect all postholders to undertake annual safeguarding and child protection training including familiarisation with national policy updates to Keeping Children Safe in Education

## EQUALITIES

Mill Hill County is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity. We ensure that all recruitment, employment, promotion and training systems are fair to all, and provide opportunities for all to achieve.

## ADDITIONAL INFORMATION

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role and accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.

