



School Mission Statement

“To create and sustain, with God’s help, a learning, caring and serving community where all people are valued for who they are and who they may become in the light of Jesus Christ.”

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Governors' offer of employment is dependent upon satisfactory references, a satisfactory DBS Children's Barred List check and Enhanced DBS disclosure, and a fit for work questionnaire.

Title:	Head of Media Studies
Reports to:	Head of Expressive Arts
Responsible for:	Teaching staff and other relevant personnel who teach or support the teaching of Media Studies
Liaising with:	Senior Leadership Team / other Heads of Faculties and Departments / Teachers / Support staff / external agencies / parents
Working time:	195 days per year. Full time

Purpose

In accordance with the school's policies and under the direction of the Headteacher:

- To raise standards of student attainment and achievement within Media Studies and to monitor and support student progress
- To be accountable for student progress and development in Media Studies
- To develop and enhance the teaching practice of others
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying Media Studies, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school
- To be accountable for leading, managing and developing Media Studies at St Bede's
- To effectively managed and deploy teaching / support staff, financial and physical resources within this subject

Core duties

Operational / Strategic Planning

- To lead Media Studies in providing appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies
- The day-to-day management, control and operation of course provision within the subject area, including effective deployment of staff and physical resources
- To actively monitor and follow up student progress to improve achievement
- To implement school policies and procedures
- To work with colleagues to formulate aims, objectives and strategic plans for the Department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school

- To oversee and evaluate the Department budget allocation to ensure the budget is spent in line with learning priorities and best value principles
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in line with national requirements and are updated where necessary, liaising with the School's Health and Safety Manager as appropriate

Curriculum Provision

- To liaise with the Senior Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme in accordance with the School Development Plan / School Self Evaluation
- To be accountable for the development and delivery of subject teaching at KS3 and KS4

Curriculum Development

- To lead curriculum development for Media Studies
- To keep up to date with national developments in the subject area and teaching practice and methodology
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels
- To liaise with the Examinations Officer to maintain accreditation with the relevant examination and validating bodies
- To ensure that the development of subject teaching is in line with best practice

Staffing

- To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs

Staff Development

- To be responsible for the efficient and effective deployment of support staff for this subject

Recruitment / Deployment of Staff

- To undertake Performance Management Review(s) and to act as reviewer for within the subject area
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with relevant staff to secure appropriate cover within the subject area
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures
- To promote teamwork and to motivate staff to ensure effective working relations
- To participate in the school's Initial Teacher Training (ITT) programme
- To be responsible for the day-to-day management of staff within the subject area and act as a positive role model

Quality Assurance

- To ensure the effective operation of quality control systems
- To establish the process of the setting of targets within the subject area and to work towards their achievement
- To establish common standards of practice within the subject area and develop the effectiveness of teaching and learning styles
- To contribute to the school procedures for lesson observation
- To implement school quality procedures and to ensure adherence to those within the subject area
- To monitor and evaluate the Department in line with agreed school procedures, including evaluation against quality standards and performance criteria
- To seek/implement modification and improvement where required
- To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan

Data

- To ensure the maintenance of accurate and up-to-date information concerning Media Studies on the management information system
- To make use of analysis and evaluate performance data provided to improve achievement
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken
- To produce reports within the quality assurance cycle for this subject area
- To produce reports on examination performance, including the use of value-added data
- In conjunction with the relevant Deputy Head, to manage the collection of data for this subject area
- To provide the Governing Body with relevant information relating to the performance and development of Media Studies

Communications

- To ensure that all staff in the subject area are familiar with its aims and objectives
- To ensure effective communication/consultation as appropriate with the parents of students
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies
- To represent the Department's views and interests

Marketing and Liaison

- To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events
- To actively promote effective subject links with external agencies

Management of resources

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records
- To work with the Senior Leadership Team in order to ensure that the teaching commitments of the subject are effectively and efficiently timetabled and roomed

Pastoral

- To monitor and support the overall progress and development of students within Media Studies
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description
- To contribute to Personal, Social and Health Education (PSHE) according to school policy.
- To ensure the behaviour management system is implemented in the department so that effective learning can take place

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher

Additional Duties

- To play a full part in the life of the school community, to support its distinctive Christian mission and ethos and to encourage and ensure staff and students to follow this example
- To develop and lead our extra-curricular performing arts

Other specific duties

- To continue personal development as agreed
- To engage actively in the performance review process
- To undertake any other duty as specified by STPCD not mentioned in the above
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job is current but following consultation with you, may be changed by the school leadership team to reflect or anticipate changes in the job which are commensurate with the salary and job title.