



Job Description

Head of Media Studies

The purpose of this role is to provide professional leadership and management for Media Studies, ensuring high quality teaching and learning, achievement and engagement of students in line with our vision and ethos.

Responsible to: Assistant Headteacher

KEY RESPONSIBILITY

Strategic Direction and Planning of Media Studies

- Lead the development of appropriate syllabuses, assessment and teaching and learning strategies for the development and resourcing of Media Studies
- Establish a clear, shared understanding of the importance and role of Media Studies in preparing students for the opportunities and responsibilities of adult life
- Use data effectively in Media Studies and implement effective strategies to monitor and support student progress
- Monitor the progress made in achieving Media Studies' plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement
- Lead curriculum development in line with national initiatives and supporting the aims of the school.

Teaching and Learning

- To secure and sustain effective teaching of Media Studies, evaluate the quality of teaching and standards of students' achievements and set targets for improvement
- Ensure curriculum coverage, continuity and progression in Media Studies for all students of all abilities
- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of this subject and of individual students including opportunities for independent learning in the classroom
- Ensure effective development of students literacy, numeracy, and information technology skills through Media Studies

- Establish and implement clear policies and practices for assessing, recording and reporting on student achievement, using this information to recognise achievement and to assist students in setting targets for further improvement
- Ensure that information about students achievements in previous classes and schools is used effectively to secure good progress in Media Studies
- Evaluate the teaching of Media Studies in the school, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching
- Ensure effective development of students individual and collaborative study skills necessary for them to become increasingly independent in their work and able to complete tasks independently when out of school
- Ensure that teachers of Media Studies are aware of its contribution to students understanding of the duties, opportunities, responsibilities and rights of citizens
- Establish opportunities for collaboration with other departments in the school
- Ensure a partnership with parents to involve them in their child's learning of Media Studies, as well as providing information about curriculum, attainment, progress and targets
- Develop effective links with the local community, including business and industry, in order to extend the Media Studies curriculum, enhance teaching and develop students wider understanding.

Leading and Managing Staff

- To provide the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching.
- Develop and enhance the teaching practice of others
- Assist staff in achieving positive working relationships with students
- Ensure staff development needs are identified, met and supported
- Establish clear expectations and effective working relationships among staff involved with Media Studies, including through team working and mutual support, devolving responsibilities and delegating tasks, as appropriate
- Evaluate practice and develop an acceptance of accountability
- Undertake Performance Management Reviews, staff induction and appraisal as required, enhancing personal effectiveness, addressing professional needs and ensuring staff well-being
- Lead professional development of Media Studies staff through example and support
- Ensure that individual education plans are used to set Media Studies-specific targets and appropriately match work to students needs
- Ensure that the Headteacher, senior leaders and governors are well informed about Media Studies policies, plans and priorities, the success in meeting objectives and targets, and subject-related professional development plans
- Ensure that classrooms are maintained and organised to provide the best possible learning environment
- Ensure all staff are meeting requirements of SEND Code of Practice
- Play a leading role in maintaining good order in the school, reflecting on our Code of Conduct and reinforcing high expectations of behaviour and attitude to learning, particularly in departmental teaching areas and corridors.

Efficient and Effective Deployment of Staff and Resources

- To identify appropriate resources for Media Studies and ensure that they are used efficiently, effectively and safely.
- Establish staff and resource needs for Media Studies and advise the Headteacher and senior leaders of likely priorities for expenditure, and allocate available subject resources with maximum efficiency to meet the objectives of the school and subject plans, to achieve value for money
- Deploy, or advise the Headteacher on the deployment of, staff involved in Media Studies across the age and ability range
- Ensure the effective and efficient management and organisation of learning resources, including information and communications technology
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school
- Use accommodation to create an effective and stimulating environment for the teaching and learning of Media Studies
- Ensure that there is a safe working and learning environment in which risks are properly assessed.

Other

- To unequivocally support and promote the values and ethos of The Elmgreen School
- Be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the schools systems.
- Take responsibility, appropriate to the post for tackling racism and other forms of discrimination and promoting good race, ethnic and community relations.
- Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.
- Work in accordance with the Schools Health and Safety Policies and Procedure.
- To undertake such other duties as laid down in the School Teachers Pay and Conditions Document.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Compiled by: MBU	Created: 14/03/2013
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Person Specification

Head of Media Studies

Please provide evidence for the criteria detailed in the Person Specification in the application form and supporting statement.

ESSENTIAL EXPERIENCE

- Proven excellence as a classroom practitioner
- Teaching across the age and ability range
- Leadership of an aspect of a department
- Ability to function as an effective member of a team
- Evidence of successful experience of raising standards
- Application of ICT to learning
- Effective approach to behaviour management
- Personnel management

DESIRABLE EXPERIENCE

- Development and recruitment of staff
- Policy development
- Initiation of change

QUALIFICATIONS AND TRAINING

- Graduate specialist with qualified teacher status
- Evidence of continuing professional development, providing balanced and relevant preparation for the role
- Awareness and understanding of key national issues which affect Media Studies

SKILLS AND ATTRIBUTES

- The ability to lead, manage, motivate and promote effective relationships
- Ability to foster an efficient, positive, happy team
- Excellent communication skills verbally and in writing
- Sensitivity to empathy with the needs of others
- Commitment to quality and professionalism
- Personal integrity
- Commitment to high standards and high expectations for both colleagues and students

- Resilience and the ability, under pressure, to manage stress levels and to maintain professionally detached and balanced judgement
- Commitment to aspire to excellence both personally and as a member of a team

KNOWLEDGE AND UNDERSTANDING

- Sound knowledge and experience of the subject curriculum, including GCSE and A level.
- Familiarity with current education legislation and issues and the implications for implementation
- Ability to monitor and review, analyse, use data, and make strategic decisions to improve learning
- Implication of the Code of Practice for Special Educational Needs for teaching and learning in Media Studies