**Job Description: Head of Media Studies**

**(HoS 16-18 - Secondary)**

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| **Post Details** |  |
| **School:** | Twynham School and The Grange School (Based at Twynham School) |
| **Grade:** | TLR 2.1 |
| **Weeks per year:** | Full time |
| **Duration:** | Permanent |
| **Responsible to:** | Director of English |

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| **Main Purpose** |
| To lead and inspire excellence throughout the schools.  The Head of Media Studies is required to develop the Twynham Learning Secondary Media Studies Curriculum that is exciting, ambitious and challenging and that meets the needs of all students.  To be responsible for accelerating improvement and raising standards in Media Studies across Twynham School (TS) and The Grange School (TGS) with a view to outcomes being at least in the top 20% nationally with a trajectory towards the top 10%.  The Head of Media Studies will provide inspirational leadership to teachers of the subject and support the effective recruitment, retention and deployment of staff within the subject.  The Head of Media Studies is expected to champion the subject in both schools, ensuring Media Studies is seen as a vibrant and enjoyable subject. |

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| **Main Duties and Responsibilities** |
| * Create a culture of continuous improvement and embed an ethos of collaboration between TS and TGS, maximising all opportunities for the schools to leverage the benefits of sharing ways of working, expertise and economies of scale with a shared vision for excellence in Media Studies. * To be responsible for the design and effective implementation of a world class Twynham Learning Secondary Media Studies curriculum through the development of an Excellence Plan at both TS and TGS. * To be the lead colleague for the secondary schools for any inspection, review or visit related to Media Studies. * To maintain an up to date Curriculum handbook documenting the Media Studies curriculum as well as subject specific pedagogy and other relevant information such as results analysis and action plans. * To set aspirational standards of students in Media Studies and ensure the teaching staff maintain these high expectations in both schools. * To be the lead person accountable for a shared understanding of the curriculum design in Media Studies at TS and TGS. * To take responsibility for the marketing and recruitment of students on to Media Studies courses, attending open evenings and producing literature and marketing material as required. * To foster strong links with Higher Education and employers to ensure excellent progression and work-related opportunities for students. * To ensure an equity in provision across both schools and the aligned implementation of the curriculum. * To ensure all teachers in the subject set relevant homework and adhere to all departmental policies. * To take responsibility for the effective evaluation and quality assurance of curriculum implementation across both schools and to lead subsequent reviews and intervention as required. * To be responsible for the close tracking and monitoring of students in and using relevant data to identify students for whom additional intervention is needed to ensure gaps in cohort progress are closed. * To be responsible for the development and implementation of the Subject Development Plan ensuring that improvement priorities are accurately identified and that the action plan is regularly reviewed and updated. * To be responsible for ensuring the subject area of the student gateway is kept up to date, relevant and is easily accessible to students providing excellent opportunities for independent learning. * To ensure the effective day to day running of the department including maintaining resourcing and equipment. * To be responsible for the Media Studies capitation budget ensuring that resources are managed effectively and efficiently. * To provide accurate and timely evaluation of the Media Studies curriculum and staffing as required by senior leaders across the trust. * To be forensic in the analysis of the impact of the curriculum, using internal and external data alongside qualitative measures to ensure excellent outcomes for all student groups. * To work closely with senior leaders to drive school-specific improvement strategies. * To be responsible for the performance management of staff as directed by the DHT (Academic). * To line-manage staff as directed by the EHT. * Actively monitor and respond to developments and initiatives in Media Studies at national, regional and local levels. * Ensure every member of staff teaching Media Studies has a thorough appreciation of the dynamic that exists between teaching, curriculum and assessment and the role each plays in improving learning. * As required to support the work of the SISS (Self-improving school system) Board as directed by senior Trust leaders. * To teach key student groups in both Media Studies but also in English as required. * To ensure that an effective subject-specific CPD programme is in place for all teachers of Media Studies and that they have access to high quality training and development based on evidence informed and research-led thinking. * To be responsible for ensuring the development of an ambitious and wide-ranging extra-curricular Media Studies programme. * To promote and secure high levels of participation in the Media Studies outside of the curriculum, contributing to regular extra-curricular activities. * To extend the curriculum by ensuring relevant trips, visits from relevant external speakers and other enriching opportunities. |

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| **Other Duties** |
| * To support other senior leaders in the recruitment process, organising interview lesson observations and providing accurate feedback to selection panels where appropriate. * To work closely with the Director of Sixth Form and other senior leaders to offer support and guidance to the strategic development and improvement priorities for Post 16 provision within Twynham Learning. * Working closely with the EHT and DHT (Academic) to provide accurate evaluation of the quality of teaching and development and recruitment needs within Media Studies. * Provide accurate and timely reporting on the quality of teaching in Media Studies across the schools using effective tracking and monitoring systems. * To take on line management responsibilities as agreed with the EHT. * To support the TL Performance Management and appraisal processes, being an appraiser for identified staff and ensuring that high standards of performance are both set and met in line with Trust policy. * To play a full part in the life of the Trust community, to support its vision, mission and values. * To support the work of Twynham Learning MAT which at times may require supporting other schools within the MAT as agreed in consultation with the postholder. * To support the work of Two Rivers Institute (TRI, formerly Twynham Teaching School) which, at times, may require supporting schools locally or delivering CPD through TRI as agreed in consultation with the postholder. * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies.   All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time. |

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| **Twynham Learning Attributes for all Staff** | |
| * Ambition for excellence * Professionalism * Humility * Championing change | * Inclusiveness * Positivity * Community-mindedness * Being collaborative |

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| **Personal Attributes** |
| * High-energy and passionate individual with a clear moral purpose which is driven by a desire to improve the life chances of young people. * Highly emotionally resilient * A reflective practitioner with a history of expertise in classroom pedagogy and the ability to improve outcomes for students * An ability to inspire and relate well to the whole community. * An emotionally intelligent colleague who can adapt to a range of situations and communicate with various stakeholders including students, parents and other colleagues and professionals. * A team player who is comfortable in both providing and responding to professional challenge. * A commitment to and evidence of professional development of both yourself and others * A commitment to engaging with evidence and research to inform practice * Outgoing and enthusiastic with a positive “can-do” attitude and a solution-focused approach. * A sense of humour |

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| **Notes** |
| * This job description may be amended at any time in consultation with the postholder. 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. |

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| **Key to Acronyms Used/Glossary of Terms Used in this Job Description** | |
| * TGS = The Grange School * TLR = Teaching & Learning Responsibility Payment   SISS = Self-improving school system  TL = The Twynham Learning Trust  TRI = Two Rivers Institute | TS = Twynham School  DHT = Deputy Headteacher  EHT = Executive Headteacher  CPD = Continuing Professional Development  MAT = Multi-Academy Trust  HoS = Head of Subject |