

St Katherine's School

Head of Media/ Teacher of English

Job description

Job title	Head of Media/Teacher of English
Location	St Katherine's School
Salary	TMS/UPS plus TLR 2A
Role Summary	<ul style="list-style-type: none"> ● To create an atmosphere within which the Teaching and Learning of Media is able to flourish. ● To promote Media throughout the school. ● To support the Head of Faculty in providing overall leadership of the curriculum team within the school's management structure (and systems) ensuring that all team colleagues are able to make a full contribution to the curriculum and related matters. ● To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the English Faculty as appropriate. ● To monitor and support the overall progress and development of students ● To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. ● To contribute to raising standards of student attainment. ● To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
Working pattern	Full time
Responsibilities	<ul style="list-style-type: none"> ● Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. ● The provision of a full learning experience and support for students and the quality of teaching and learning in Media Studies. ● Subject lead responsibilities: <ul style="list-style-type: none"> ● Overall, to students, colleagues and parents for the quality of teaching and learning in Media Studies. ● The development, delivery and evaluation of Media Studies ● Assessment, Recording and Reporting procedures ● The management of the Media resources including the teaching and learning environment.

- The professional support of all colleagues who teach Media Studies
- The development and management of effective links:
 - within our school e.g. cross-curricular, with house teams and support colleagues
 - outside our school e.g. Exam Boards, publishers, community interest groups, partner schools.

Core Teaching duties:

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the English Faculty
- To contribute to the Curriculum Area development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.
- To ensure that the curriculum area provides a range of teaching which complement the school's strategic objectives.
- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's vision and Strategic Objectives.
- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Professional Development Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the English curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- To maintain appropriate records and to provide relevant accurate and up-to-date information.
- To complete the relevant documentation to assist in the tracking of students.

- To track student progress and use information to inform teaching and learning.
- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.
- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Head of Faculty to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meet internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which stimulate learning appropriate to student needs and the demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required
- To contribute to the preparation of Action Plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.

	<ul style="list-style-type: none"> • To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff • To apply the Behaviour management systems so that effective learning can take place. <p>Note: The duties outlined in this job description may be modified, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.</p>
Reporting to	Head of English
Safeguarding	<i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Amplify Education are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.</i>

St Katherine's School

Head of Media

Person Specification

We are committed to creating an inclusive working environment. If you are excited about this role and can demonstrate many but not all of the areas below, we would encourage you to apply as you may just be the person we are looking for.

The listed criteria will be reviewed across the stages of our recruitment process, including application form, personal statement (within the application form), interview, references and certificates.

Skills and personal attributes:

(Personal competencies, qualities, attitude and behaviours that will allow you to perform effectively in the role, ensuring the safeguarding and welfare of children and young people)

Essential for this role:

- Commitment to safeguarding and promoting the welfare of children, young people and adults.
- Good working knowledge of the designated curriculum areas, a clear vision for the ongoing development of the subject and the ability to drive up standards
- A commitment to provide a quality education to students
- Good level of organisational skills

- Good interpersonal and communication skills and the ability to relate well to students, colleagues, parents and governors
- Personal integrity, dedication and commitment to the school.
- Capacity to work hard under pressure to meet deadlines.
- Ability to work effectively with optimism, energy, enthusiasm and perseverance and the ability to inspire and motivate others
- Positive commitment to personal development

You are likely to have:

- Flexibility and a willingness to become involved in new curriculum initiatives

Knowledge and qualifications:

(Professional, technical or academic qualifications that you have achieved relevant to this role)

Essential for this role:

- Relevant degree
- Qualified Teacher status
- Evidence of further professional development relevant to post
- Sound understanding of the secondary English and/or Media curriculum

Experience:

(Please draw upon experience and achievements gained through paid employment, voluntary work or personal life experience relevant to this role)

Essential for this role:

- Outstanding classroom teacher
- Successful teaching of English in one or more secondary schools.
- Successful teaching of Media in one or more secondary schools or the potential to develop as a successful Media expert.
- Experience of successfully planning, delivery and evaluating schemes of work
- Ability or clear potential to teach Media Studies at A Level.
- Ability to use Media skills and expertise to enhance the teaching of English and enhance whole school outcomes at Key Stage 3 and Key Stage 4.
- Ability to teach (or willingness to develop necessary skills) photography, music video and web design desirable

Amplify Education is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.



As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.