



Stepney All Saints School

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Headteacher: Mr B Siaw

JOB DESCRIPTION

Job Title: Head of Media

Contract type: Permanent

Reporting to: Assistant Headteacher

Overview:

- Leading and managing the curriculum for KS4 and KS5 Media.

The key responsibilities:

1. To establish, formulate and implement departmental aims and objectives in accordance with the school's overall aims
2. To be responsible for learning and behaviour within the department
3. To lead and manage staff in the department and carry out PMR observations, objective setting and reviews
4. To be responsible for implementation of agreed curricula at KS4 and KS5 including the effective teaching of literacy, numeracy, ICT, computing, British Values and SMSC
5. To oversee examination entries for Media
6. To be responsible for the development of effective and engaging teaching strategies within the department
7. To monitor and evaluate all aspects of learning, teaching and assessment
8. To ensure effective use of tracking data to maximise student progress across all groups and both Key Stages
9. To contribute to the whole school SIP and write the departmental development plan and departmental self-evaluation, in line with school policy
10. To be responsible for staff development within the department, including oversight of NQT and Trainee mentoring
11. To organise after school classes and to support attendance at such classes
12. To be responsible for resources and finance within the department, ensuring the department is fully resourced to support teaching and learning
13. To develop recruitment and retention of Media students to KS4 and KS5.
14. To represent the department at meetings and events (i.e. HoDs, link governor, parents/carers, and other school meetings and events)
15. To liaise with colleagues in the school to ensure optimal use of ICT, Media and cross-curricular resources including computing across the curriculum
16. To organise enrichment which supports the Media curriculum and contribute to whole school development



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17. To effectively use KS2, KS3 and KS4 data to ensure appropriate targets are set for KS4 and KS5 students and for class teachers in their PMR objectives
 18. Set cover as required for KS4 and KS5 in the event of staff absence
 19. To participate in monitoring and evaluation carried out by the school leadership team
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Equal opportunities statement

Adhere to the School's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

Child protection

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School.

Commensurate statement

Undertake any other reasonable duties commensurate with the role as determined by the Headteacher/Manager.

This job description is not prescriptive in that the needs of the School may change and this could necessitate revision in the future and amendment at any time involving appropriate consultation with the postholder.

Signed _____
Postholder (PRINT NAME & SIGN)

Date _____

Signed _____
Headteacher

Date _____