



## St Thomas More High School

### Job Description

<b>Post title and Purpose</b>	Second in Charge of Media & Film Studies Department
<b>TLR scale attached to Post</b>	TLR 2/1
<b>Performance Management Reviewer and Line Manager:</b>	Head of Department
<b>Performance Management Reviewer and Line Manager for:</b>	N/A

#### ***Preface***

Under the overall direction of the Headteacher, and in the light of the School's mission statement to undertake the following responsibilities:

The Professional duties of all teachers, (other than the Headteacher) are set out in the STPCD and describe the duties required of all main scale posts. In addition, the description of the requirements of the post of Second in Charge of the Media & Film Studies Department along with the particular duties expected of the post holder, have been set out below:

#### ***Key Accountabilities***

- The sustained delivery of the highest quality teaching and learning in all parts of the Media and Film department, so that all students will make strong progress and achieve well in relation to their ability and so that they value and enjoy the learning in which they participate.
- Deputising for the Head of Department as necessary
- Assisting the Head of Department in sustaining high expectations (reflective of the school Catholic ethos & policies) for conduct, classroom climate and the environment within the department so that good learning and wellbeing is supported for all students and staff.
- Assist the Head of Department in building and maintaining an effective teaching team which continually enhances the quality of learning and achievement and supports the objectives of the school.
- Contribute towards raising standards and achievement.
- Establishing and sustaining effective arrangements (reflective of the school ethos and policies) for communication with students and parents about any aspect of their learning and the work of the Media and Film Studies department, so that they can be active partners in learning and in supporting departmental development.

#### ***Key Responsibilities***

- Deputise for the Head of Department as appropriate.
- Provide an excellent role model for other members of the department in all aspects

of professional life.

- Personally keep up to date with developments and new ideas related to the subject and share this information with department colleagues.
- Encourage the enjoyment of the subject.
- Use non-contact time for administration and professional development.
- Support the Head of Department by focussing specifically on the educational progress of all students in KS4 and KS5
- Be fully accountable with the help of the Head of Department for leading, managing and developing the delivery of Media Studies and Film Studies across the key stages.
- Be responsible for the department's resources.
- Be fully involved in department initiatives and help promote continuous good practice.
- Be fully involved in the department's extra-curricular programmes.
- Contribute towards the social, moral and physical wellbeing of all students within the school.
- Assist the Head of Department in ensuring that all subject staff understand and are actively implementing, the key aspects of the school's behaviour and inclusion policies.
- Assist the Head of Department with the implementation of the school assessment and target setting policies, ensuring that deadlines are adhered to by team members.
- Assist the Head of Department in chairing and producing the agenda for effective department meetings. To ensure minutes are made and are actioned, kept secure and circulated as appropriate.
- Assist the Head of Department in devising the Department Improvement Plan to contribute positively to the School Improvement Plan
- Assist the Head of Department in making effective use of data to monitor and evaluate the achievement and attainment of students in the subject with a view to improving teaching and learning.
- Assist the Head of Department in the implementation, monitoring and evaluation of department policies and documentation.
- Assist in the initiation/maintenance of the provision of department extra-curricular activities.
- Assist the Head of Department in the annual review of the standards of leadership, teaching and learning in the subject area, consistent with the procedures in the school evaluation policy (SEF)
- Ensure that appropriate schemes of work are written for the department at Key Stages 4 and 5, which include a range of teaching and learning styles providing a rich experience for students. These should provide for the students' spiritual, moral, social and cultural development, including citizenship and to incorporate a variety of assessment methods at key points to enable accurate judgements on student progress.
- Provide appropriate tests and mark schemes.
- Monitor the results of KS4 and 5 tests and analyse them, reporting back as appropriate.
- Monitor the delivery and content of the course at KS4 and KS5
- Deliver high quality English within lessons and extra-curricular activities.
- Assist in the co-ordination of work with the SENDCo to ensure information about individual student needs are used to set subject-specific targets and to match curricular materials and approaches to student needs.
- Assist the Head of Department in providing and organising in-service training for the department staff (teaching and non-teaching) as appropriate.
- Attend scheduled department and school staff meetings and take part in Open Evenings