



## POST: Head of Media Studies

**CONTRACT:** Permanent

**SALARY SCALE:** MPR – UPR + TLR 2a (£3,214)

### General Duties

Teaching Media Studies and English to designated classes of students including A level (for Media Studies) and the general welfare of a tutor group in accordance with the requirements of the current School Teachers' Pay and Conditions Document and the National Standards for Qualified Teacher Status\*, having due regard to the requirements of the National Curriculum, the school's aims and objectives, schemes of learning and any policies of the Governing Body. To share in the corporate responsibility for the well-being, safeguarding and discipline of all pupils.

\*Available on the staff Hub

### Overall responsibilities

To take responsibility for the leadership and management of Media Studies at Key Stages 4 and 5.

- To complete the SEF and the Improvement Plan and use these as tools to drive continuous improvement
- To ensure all teachers of Media Studies know and understand the subject's strengths and the priorities for improvement, together with the actions to be implemented
- To provide suitable induction for new staff and develop departmental staff, including ITT and ECTs
- To line manage members of the department for the Appraise and Development cycle
- To create an effective and equitable timetable across the department

### Leadership

- To develop a curriculum vision / intent that is shared by subject teachers and supported by schemes of learning.
- To plan, create and oversee Schemes of Learning to ensure progression over time and key stages
- To ensure that assessment and PC data is used strategically to evaluate the curriculum, quality of Media Studies and outcomes



- To implement departmental monitoring systems to evaluate attitudes to learning, behaviour for learning and the quality of Media Studies
- To engage with the QoTL process and act upon the recommendations made
- To support all teachers to adapt their teaching strategies and resources to meet the needs of the students they teach, including those with SEND
- To communicate effectively with a range of stakeholders including parents/ carers
- To use relevant information to identify the training needs for the staff of Media Studies
- To lead subject pedagogy and subject CPD
- To ensure all new staff to the subject are successfully inducted
- To keep up to date with subject development and national educational initiatives, through subject organisations, liaison with Exam boards, and other sources such as National College
- To support whole school initiatives through the adoption and adaptation of whole school policies and practices for the needs of the department
- To establish a clear, shared understanding of the importance and role of the subject in contributing to pupils' spiritual, moral, cultural, mental and physical development, and in preparing students for the opportunities, responsibilities and experiences of adult life
- To facilitate wider opportunities for students to explore Media Studies beyond the taught curriculum at KS4, and /or KS5

### Management

- To create, maintain and evaluate the department's timetable, staffing and rooming.
- To group students into sets / classes
- To monitor the inputting of data for PC collections, and ensure all set deadlines are met
- To analyse relevant data (academic, behaviour, attitude to learning) and use this to implement interventions to drive improvement
- To check exam entries
- To support the Options Process through the production of promotional information and attendance at Options Evening
- To set cover work for absent colleagues.
- To ensure that appropriate resources for the IEU and Remote Learning are on the Student Hub
- To attend and contribute to meetings as requested, eg. ASF, RAG, SLT, Governors as directed.
- To ensure that departmental displays and learning environments are conducive and promote learning
- To liaise with those responsible for student well-being and achievement as appropriate



- To contribute to the recruitment of staff as required
- To monitor the regularity and quality of homework
- To monitor the effectiveness and help manage the department Study support sessions/detentions
- To ensure any visits or trips are requested, planned and executed in line with school procedures

Such other duties as may be appropriate to achieve the objectives of the post or assist the school in the fulfilment of its objectives commensurate with the post holder's grade, abilities and aptitudes

**To whom responsible:** Head teacher

**Staff for whom responsible:**

- Teachers of Media Studies.

This job description may be amended at any time in discussion between the Headteacher and yourself, but in any case, will be reviewed before the commencement of the next Appraisal and Development cycle.

Signed \_\_\_\_\_ (Head of Media Studies) Date \_\_\_\_\_

Signed \_\_\_\_\_ (Headteacher) Date \_\_\_\_\_