

JOB DESCRIPTION

Job Title:	Head of Media
Responsible to:	Deputy Headteacher
Duties:	The School Teachers' Pay and Conditions Document Regulations (updated annually) specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.
Allowance Attached to the Post:	TLR 2 c
Post Holder:	

TEACHER AND TUTOR

To fulfil the roles of teacher and tutor as described in the generic job descriptions.

ADDITIONAL RESPONSIBILITIES AS HEAD OF MEDIA

It is the expectation of the school that all teachers in receipt of TLRs are able to meet the TDA National Standards for Subject Leaders

HEAD OF MEDIA

The Head of Media is responsible for making clear and effective decisions about: planning, implementing and evaluating the curriculum; leading and managing teaching and non-teaching staff; and organising resources. S/he has overall responsibility for the standard of pupils' work and behaviour in Media.

DEPARTMENT PLANNING

In consultation with the Headteacher:

- To construct a Self-Evaluation, Development and Improvement Plan, based on the School Self-Evaluation, Development and Improvement Plan, defining short, medium and long term goals of the subject area;
- To oversee the implementation and evaluation of the Development and Improvement Plan; and
- to prepare the Media team for internal review and evaluation and the OFSTED inspection.

CURRICULUM

1. To construct schemes of work for Media which satisfy the examining body's requirements and are compatible with the school's aims, policies and ethos.
2. In consultation with members of the Media Department and the Curriculum Manager, to evaluate the schemes of work and modify them in the light of new attitudes and approaches, changed examination syllabi, or altered school or national policies.
3. To conduct regular work checks through analysing the department's marking ensuring that it is in line with the schools' marking policy.
4. To ensure the appropriate amount of lesson observations take place within the department and feedback is given to make improvements.
5. To ensure that schemes of work are differentiated to meet the needs of individual pupils.
6. To liaise with the SENCO over pupils with special educational needs.
7. To ensure that schemes of work show continuity and progression in
 - curriculum objectives and content;
 - the development of cross curricular skills and
 - teaching and learning strategies

8. To assist in the development of cross-curricular themes, skills and dimensions as appropriate.
9. To ensure that teaching and learning strategies within the Media team that stimulate pupil interest and involvement in learning and meet the needs of individual learners, drawing on good practice throughout the school.
10. To acquire a range of appropriate educational resources that offer value for money.
11. To assist the Librarian in the acquisition of stock which supports the curriculum.
12. To contribute to the Virtual Learning Environment & encourage all stakeholders to make use of it.
13. To develop and monitor assessment procedures compatible with the school policy and statutory requirements.
14. To evaluate the suitability of courses offered by the different examination boards and choose those which meet the needs and aspirations of pupils.
15. To ensure the arrangement of educational visits and enhancement activities which aim to support curriculum objectives.
16. To contribute as appropriate to the planning of the school timetable. To advise on the most effective deployment of departmental personnel.
17. To maintain constant awareness of developments in Media and bring these to the attention of the department and Deputy Head.
18. To liaise with other Heads of Department over whole school curriculum planning.

PUPILS

1. To establish and maintain high levels of expectations in pupils. To ensure that the school guidelines on behaviour, quality of work and completion of homework are implemented.
2. To establish procedures for the assessment and recording of pupil progress in line with school and national policy. To ensure that pupil records are passed on from year to year. To organise teaching groups into sets where appropriate.
3. To ensure that pupils and their parents are provided with information and guidance about Media.
4. To supervise the completion of reports and Individual Action Plans.
5. To ensure liaison with the pastoral and learning support staff over individual pupil needs, especially during times of stress. To monitor attendance and punctuality and ensure that pupils use their organisers.
6. To assist in the discipline and congratulation of individual pupils.

MANAGEMENT OF STAFF

The Head of Media should demonstrate the ability to lead, motivate and get the best out of others. S/he should engender a common sense of purpose, shared vision and sense of mission within the department.

1. To assist with recruitment and appointment.
2. To assist in the preparation of job descriptions and delegate appropriate responsibilities and duties to members of the department as appropriate.
3. To make arrangements for the induction of newly appointed teachers. To provide a full programme of guidance and support for newly qualified teachers, those returning to teaching and those taking part in the Graduate & Registered Teacher programme. To prepare reports on Early Career Teachers.
4. To liaise with the Deputy Head in promoting the professional Improvement of teachers within the team and CPD.
5. To contribute to the Performance Management process.
6. To identify strengths and areas for Improvement of staff and take appropriate actions to encourage high morale.
7. To bring to the attention of the Headteacher via the Deputy Head areas of concern in the professional capability of teaching and non-teaching staff.
8. To implement school procedures for the monitoring and evaluation of the work of teachers of Media.
9. To ensure that lesson plans are prepared, schemes of work are followed, pupil work is assessed and the school reward system is used by staff;

10. To establish structures for consultation, communication and evaluation within the team. To hold effective meetings and ensure that minutes are distributed to members of the department, the Headteacher and Media SLT Link.
11. To ensure that Media is represented at cross-curricular group meetings.
12. To organise work for absent staff, ensuring that suitable work is set and resourced.
13. To assist in the deployment of support teaching staff.
14. To meet with the link representative on the Senior Leadership Team and exchange information as required.
15. To have a thorough, professional knowledge of departmental staff, to take interest in their well-being and to offer guidance as appropriate.

NON-TEACHING STAFF (if applicable)

1. To assist with recruitment and appointment of non-teaching staff.
2. To implement an induction programme for new non-teaching staff.
3. To deploy staff within the department and to prepare job descriptions.
4. To monitor and evaluate the work of the non-teaching staff.
5. To undertake the Performance management reviews of non-teaching staff in their area.

RESOURCES AND ACCOMMODATION

1. To ensure that resources for Media are relevant to curriculum needs, cost effective and are well maintained.
2. To prepare an annual budget for the Business Manager and ensure appropriate financial records are maintained.
3. To ensure the purchase, maintenance and appropriate allocation of resources.
4. To outline standards for the proper care of the accommodation, furniture and equipment and to demonstrate the economic, efficient and effective use of resources.
5. To ensure that the learning environment is enhanced and that:
 - a. classrooms etc are left tidy and clean; and
 - b. pupil work is regularly displayed within and outside the classroom.
6. To liaise with the Health and Safety representative in ensuring that pupils and teachers work in a safe and healthy environment.
7. To liaise with the Business Manager regarding all issues related to finance.

EXAMINATIONS

1. To ensure liaison with the Examinations Officer over entry procedures
2. To ensure that Controlled Assessment is prepared, delivered, assessed and forwarded to the exam board appropriately.
3. To liaise with and arrange the visit of external moderators.
4. To monitor examination results within the department and prepare a report to the Headteacher.
5. To prepare internal examination question papers in consultation with other members of the departments.

THE COMMUNITY

1. To ensure that collaboration with other HODs take place in order to raise standards.
2. To ensure effective dialogue with parents in accordance with school policies.
3. To assist in the induction of pupils entering the school during KS3 and KS4.
4. To ensure that pupils receive advice of post 16 courses in association with the Careers Library and Careers staff.
5. To contribute to reports to Governors when required.
6. To maintain a dialogue with the support services and advisory staff.
7. To promote those links with the local community which enhance curriculum provision.

GENERAL

- To take reasonable care of department resources and to account for any equipment used.
- To attend department meetings and assist in planning and evaluation.
- To set cover work when on known leave of absence and to seek to when ill.

- To report anything which could endanger or threaten the health and safety of pupils or staff and comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, professional development and training opportunities in discussion with line manager.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Agreed by.....(Postholder)

And(Headteacher)

Date