

JOB DESCRIPTION

Post:	Subject Leader - Media Studies
Reporting To:	College Leader / Assistant Headteacher
Post Level & Grade:	MPS/UPS plus TLR 2a

Role purpose

In this pivotal role in our school you will take responsibility for ensuring an effective subject area which meets the core purposes shown below:

- Developing and implementing an effective and engaging curriculum, including both academic content and engaging students in the wider aspects of your subject which develop the whole person
- Ensuring students achieve excellent progress and attainment in your subject, along with providing opportunity to access aspirational destinations in your subject
- Lead on developing a highly reflective subject area (honest evaluation) which consistently evaluates impact, builds on successes and works for continuous improvement. This includes ensuring the very best evidence based teaching and learning for the benefit of all students.

In summary you will work to excite students and staff regarding the value of your subject, work to ensure students achieve excellent results and support all into aspirational destinations.

Main Duties:

Developing an engaging curriculum

- Work with your subject team to develop an exciting curriculum which engages students, meets national requirements and leads to excellent outcomes (results and destinations)
- Ensure all appropriate administration and documentation, including year plans, SOW and topic overviews are in place and of high quality
- Ensure through strong communication with staff, students and parents, all are clear on what they are delivering/learning and why
- Work to develop excellent promotion of the value of your subject throughout the year, including through social media, newsletters, trips and events. This includes active student recruitment during the options process
- Through the school honest evaluation process and your own research actively review the effectiveness and impact of the curriculum, making adjustments as required
- Work with the College Leader and AHT (curriculum) to evaluate the appropriateness of examination courses/syllabus/exam boards and adapt as required
- Complete all appropriate paperwork/administration as required in the delivery of externally examined courses, working with the Exams Officer as appropriate
- Work to ensure a comprehensive range of clubs, trips, careers encounters and competitions which promote a love for your subject.
- Ensure a vibrant and professional learning environment within your subject area.

Ensuring excellent progress

- Write and lead on the actioning of the yearly Development Plan
- In line with the Honest Evaluation programme evaluate student progress to identify strengths and areas for development. Ensure that actions are then implemented to build on strengths and address areas for improvement
- Ensure there is strong staff support for developing the very best learning in the classroom, leading to engaged students, excellent results and strong destinations
- Cultivate a positive culture of continuous celebration and improvement of the best teaching and learning practice through sharing good practice, targeted CPD and use of evidenced based practice
- Ensure that homework is used effectively to support learning outside the classroom
- Support subject teachers in ensuring students engage with learning in the subject area, this includes supporting teachers with sanctions and parental contacts where required
- Ensure a strong culture of praise within the subject area, utilising school policies and developing bespoke subject strategies if desired
- Where appropriate develop programmes of intervention to address gaps in learning where this has not been possible in the classroom
- Work with wider pastoral support, DSEN and intervention staff to ensure all students can overcome barriers and achieve their full potential.

Honest evaluation and improvement

- Drive forward the Subject Excellent Teaching and Learning Vision interpreted from the Whole School Vision
- To engage with the school Honest Evaluation programme to ensure you have a strong and realistic understanding of your subject area, strengths, areas for development and opportunities to develop
- Ensure the evaluation feeds into a clear subject vision and subject development plan which is kept up to date each term. The development plan should clearly show your plans for continuing to move forward
- Undertake data analysis and produce reports as required which shows the impact of your work in creating a high achieving subject area
- Work with others within your team and across the school to undertake learning walks, lesson observations, drop-ins, work sampling student voice and any other evaluation activities as required. Use this information to drive forward subject improvement
- Lead and support subject teams with action research and evidence-based CPD
- Ensure productive subject meetings, where all participants are able to engage and value the team being developed. This includes supported shared planning and assessment practices
- Quality assure documents produced within your department to ensure professionalism and accuracy, including student reports, data collections and parental communications. Ensure subject deadlines are met, including reports and data entry
- To support subject team teachers in developing practice across all areas of professional practice.

Other duties

- To undertake an appropriate programme of teaching in accordance with the duties of a Classroom Teacher
- To ensure effective financial management, including monitoring of budgets and ensuring value for money in all aspects of the role
- To undertake any other duties that the Headteacher may reasonably request.

Note

- The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

	Criteria
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> Graduate level education Qualified Teaching Status <p>Desirable</p> <ul style="list-style-type: none"> Evidence of professional development (NPQML/SL etc.) Willingness to undertake further professional development
Experience	<p>Essential</p> <ul style="list-style-type: none"> Experience of taking the initiative to lead on an event or activity within the school (paid or unpaid) Experience of proactively contributing to a whole school agenda, supporting the vision of the school. <p>Desirable</p> <ul style="list-style-type: none"> Experience of working closely with parents to address an issue or increase engagement Experience of supporting students to address issues or increase engagement
Skills and abilities	<p>Essential</p> <ul style="list-style-type: none"> A real drive to make our school the best it can possibly be for the benefit of all students An ability to proactively identify an area for improvement, logically plan, effectively implement and see through until the initiative is fully embedded in the school culture Skills to engage students and parents with the school ethos and expectations A creative mind to develop strategies that engage hard to reach students or parents Ability to see this role as part of the whole school team and see the bigger picture as required An ability to always value working with young people, when it is rewarding and when it is more difficult
Knowledge	<p>Essential</p> <ul style="list-style-type: none"> Knowledge and understanding of all relevant safeguarding, behaviour and personal development expectations relating to schools <p>Desirable</p> <ul style="list-style-type: none"> An understanding of the reasons for low attendance and possible strategies to improve An understanding of the reasons why students may not engage with school and strategies to address An understanding of how to implement an initiative, including developing buy-in, strategic planning and checking impact
Behaviours	<p>Behaviours which are compatible with our school vision, including:</p> <ul style="list-style-type: none"> We achieve the best outcomes when all staff work together in a supportive collaborative environment High expectations in all aspects of our work Staff and students can 'enjoy the journey' <p>In addition, we expect the following:</p> <ul style="list-style-type: none"> A 'can do' attitude where all possible avenues are explored to achieve the best outcomes for students A commitment to safeguarding and promoting the welfare of children Flexibility to work as required to achieve the best outcomes for students Integrity and professional pride to do the job properly Good sense of humour and ability to relate to colleagues, stakeholders, parents, and students

Organisation



Signed (Postholder): _____

Dated: _____

Headteacher: _____

Dated: _____