



KENT COLLEGE
CANTERBURY

Head of Media (Maternity Cover)



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KEY APPOINTMENT DETAILS

Job title:	Head of Media
Reporting to:	Deputy Head Learning
Employment status:	Maternity Cover / Full Time
Job location:	Kent College Senior School
Closing date:	26th September 2025
Start date:	January 2026

If a pool of suitable candidates becomes available before the closing date, Kent College reserves the right to interview and appoint without further notice



THE SCHOOL

Kent College is a co-educational school with a Methodist foundation. The school is located in Canterbury, just one hour from the centre of London by train. Our Senior School (11 - 18 years) has some 600 pupils, with approximately one-third boarding and two-thirds day. We also have a thriving Junior School (3 - 11 years) with around 200 pupils in total.

Our school enjoys a high reputation for academic standards across a broad curriculum including Sport, Music, Drama and Art. Academic provision includes A-Level as well as the IB Diploma for Sixth Form, and GCSE, IGCSE and pre-IB for Key Stage 4. Results place Kent College among the best UK schools.

Kent College is a happy, caring and successful school in which pupils feel supported and encouraged to aim for high standards of achievement and conduct. The school was inspected by the Independent Schools Inspectorate in October 2022 and was found to be Excellent in all aspects.

In August 2016, Kent College opened a school in Dubai, and, in September 2022, the primary stages of Kent College West Cairo accepted its first students. Summer 2019 brought the opening of a state-of-the-art auditorium, The Great Hall, which seats 600. This venue is used by the whole school for worship, and as a versatile and practical space for our highly regarded Drama and Music departments, as well as being available for use by the local community.



OUR VISION FOR EDUCATION

Kent College is a values-led inclusive community, with a clearly articulated mission statement and a wisely circulated set of aims and values.

Please see these statements as much more than pious platitudes. At Kent College, we genuinely try to live by them.

Education that is focused upon the needs of each individual, developing inquiring and knowledgeable people who understand how to lead happy and fulfilling lives, as compassionate members of a global community, with the skills to play active roles in an inclusive and sustainable future.

OUR SCHOOL VALUES

- OPENNESS**

embrace equality, diversity and inclusion
- RESPECT**

value oneself, others, and the world around us
- KINDNESS**

be considerate and compassionate towards others
- ACTING JUSTLY**

work for good through service to others
- RESILIENCE**

build the courage to take risks and to forgive others
- AMBITION**

engage positively with all learning opportunities
- CURIOSITY**

inquire actively
- HUMILITY**

walk humbly



THE DEPARTMENT

We are seeking to appoint an experienced, innovative and energetic teacher to lead the Media Department from January 2026.

The Media Department is a high-performing department achieving excellent results year on year.

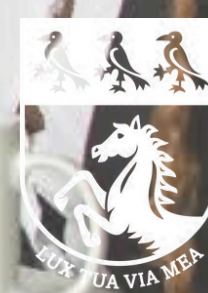
Media is part of a creative faculty comprising one teaching space and an adjacent studio which houses a range of DSLR, prosumer and basic HDV video cameras.

Students currently follow the OCR Cambridge Technicals Level 3 course at KS4 and KS5, which is an applied Media course comprising practical units in film, photography and print productions.

Students use a wide range of technologies including Adobe Creative Suite, together with Apple iMacs and laptops.

Potential candidates should be able to support students in the use of Adobe Premier Pro for filming and editing, and Adobe Photoshop software.

The Media course is delivered via Google Classroom, and students display and store their work by means of an e-portfolio blog.



THE ROLE

The successful candidate will be well-qualified, experienced and capable of maintaining the successes of the department with a passion for excitement in learning within the classroom. They will have a proven track record in the teaching of Media at the required levels. They will have excellent organisational, ICT and interpersonal skills to help manage the department.

It is expected that the successful candidate will uphold the present standards and build upon the excellent progress made by the current HoD. This includes maintaining academic success and working with departments and colleagues as needed.

Kent College is a seven-day-a-week boarding school and the pupils have opportunities to work in the department outside normal school timetable hours (including Saturday mornings).



JOB DESCRIPTION

The following list is not exhaustive but serves as an indication of what the role encompasses. It is not intended to have contractual effect. This job description may be amended at any time by agreement and will be reviewed during the Performance Management Review process.

1. School Leadership:

Contributing to the well-being and development of the school including the supervision of pupils, the guidance of teachers, consultation with the Director of Studies and other senior colleagues as appropriate, and undertaking the appropriate responsibilities as outlined in the school's Performance Management Policy.

2. Leadership of a department, in accordance with school policy, by:

a) managing other key areas of the department for example:

- ensuring clarity of understanding and application of departmental and school assessment policies for colleagues and pupils
- half-termly checks on the quality, regularity and effectiveness of marking, the setting of prep, the application of target setting and relevant schemes of work
- ensuring that diagnostic marking takes place, that pupil self-assessment is a regular feature, that effective tracking systems are in place on pupil progress/development and that assessment is being used as a tool to inform teaching and learning
- sampling of departmental report writing to ensure that school expectations and standards are met
- ensuring that appropriate moderation and monitoring of coursework is undertaken

b) being a passionate advocate for the highest standards of teaching and learning in all lessons.

3. Curriculum Content:

To have responsibility for leading the department's curriculum planning, incorporating 'whole-school' policies, and contributing relevant units or components to other department syllabi, as may be required.

4. Methodology:

Having responsibility for teaching approaches used by the department, overseeing the development and selection of suitable materials, and advising on classroom management appropriate to the relevant subject matter.

5. Schemes of Work:

Having responsibility for embodying 4 (above) in full schemes of work, and maintaining up-to-date copies for use internally and externally as required.

6. Departmental Handbook:

Ensuring that an up-to-date Departmental Handbook is in place as a source of reference.

7. Liaison:

Ensuring the appropriate implementation of school and departmental policies.

8. Resources:

Bidding for and controlling the department's budget and overseeing the usage, storage and security of equipment, materials and other resources, including facilities.

9. Department Assets Register :

Devising and maintaining these according to school policy.

10. Teaching Groups:

Allocating pupils to teaching groups within the department according to school/department policy and providing up-to-date staff/teaching group lists.

11. Discipline:

Responsibility for the conduct and behaviour of pupils within the department.

12. Information:

Providing information to the Head, governors, parents and colleagues about the work of the department, and the progress of pupils in accordance with school policy and as required.

13. Health and Safety Act:

Having delegated responsibility for the implementation of the act as may be agreed.

14. Examinations:

Establishing and overseeing departmental examination policy and overseeing challenges to results. Assisting the Examinations Officer and Director of Studies in fulfilling examination administration requirements appropriately.

15. Reports/Parents Evenings:

Overseeing relevant pupils' subject reports/parents evening arrangements.

16. Meetings:

Attending all meetings when the department needs to be represented in accordance with school policy.

17. Trips:

Ensuring that all departmental trips are planned and organised in accordance with the school's policy on educational trips and visits.

SAFEGUARDING DUTIES & RESPONSIBILITIES

The successful candidate will need to satisfy the conditions appertaining to a satisfactory DBS check before taking up their appointment. They will be required to complete a medical questionnaire and produce evidence of all qualifications cited on the application form.

Kent College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this committment. The successful applicant will be expected to uphold this duty with regard to all children and young persons for whom they are responsible and with whom they come into contact. All members of staff are expected to abide by the safeguarding policies in place and undertake relevant training.

This role is a teaching or teaching support role involving extensive contact with, and responsibility for, children.

References will be taken prior to the interview, and one of these referees should usually be the applicant's current or most recent employer.

Keeping Children Safe in Education asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

Applications must be made via Kent College's online application system. CVs or details sent directly to us cannot be considered.

EQUAL OPPORTUNITIES

Kent College staff and pupils are proud to be part of a welcoming international boarding community. We value diversity and promote equality at all levels, and are passionate about attracting a diverse pool of applications through an inclusive appointment process. Reasonable adjustments will be made at each stage of this process for any candidate with a disability. We warmly welcome applications from professionals of all backgrounds and ethnicities, and particularly encourage applicants who identify as black, asian or minority ethnic groups, as these groups are currently underrepresented in our community.



THE PACKAGE

Hours: Full Time

Salary: Kent College Teachers' Pay Scale - dependent on experience

Benefits:

We offer a range of great benefits at Kent College, including:

- DC Pension Scheme
- Generous training and mentoring package
- Private healthcare via Benenden Health
- Free lunches in term-time plus hot drinks and snacks
- Tuition fee remission*
- Free car parking
- Employee Assistance Programme
- A variety of discounts and benefit schemes including Cycle to Work, Home & Tech and Octopus Electric Vehicles

**Conditions apply*

