



Ashmole School

JOB DESCRIPTION

JOB TITLE:	Head of Media Studies
GRADE:	TLR 2 (3)
PURPOSE OF JOB:	To provide leadership in the development and management of the curriculum area and in the use and deployment of resources.
RESPONSIBLE TO:	The Head Teacher in all matters and to the Head of Faculty in respect to teaching, management duties, timetabled activities and curriculum development.

EMPLOYMENT DUTIES:

These responsibilities relate directly to the duties for which the incentive allowance has been awarded. This is in addition to the Job Description for a general teacher.

Curriculum Provision

- 1) To lead the development of the teaching of Media Studies throughout the school.
- 2) To co-ordinate and take day-to-day responsibility for the organisation and management of staff and resources involved in the teaching of Media Studies.
- 3) To lead on the teaching at all key stages and with all examination work, co-ordinating both the teaching and the administrative work required.
- 4) To ensure that the quality of all Media Studies courses and examination work is of the highest standard with students achieving high examination performance.
- 5) To prepare, maintain and develop courses of study, teaching materials, work schemes, methods of teaching and assessment with reference to Media Studies.
- 6) To co-ordinate, plan and lead school Media Studies productions both in relation to the teaching of Media Studies and within the school generally, plus organise and lead similarly related visits to curriculum related performances of plays and other Media Studies events.

Team Management

To lead and develop an effective team of teachers by:

- 1) ensuring high quality teaching and organisation;
- 2) monitoring their standards of performance, including formal appraisal;
- 3) encouraging individual and collective development by giving INSET advice, agreeing targets, organising departmentally-based INSET and liaison with various co-ordinators as appropriate;
- 4) providing induction programmes and supervise the work of Beginner and Newly-qualified teachers, liaising with training institution/deputy head, as appropriate;

Pupil Progress

To aid each pupil's progress and development by:

- 1) ensuring that positive and appropriate teaching and learning strategies are adopted;

- 2) monitoring the writing of reports, completion of Progress Checks and use made of Parents' Evenings;
- 3) keeping departmental records adequate and up-to-date;
- 4) dealing with individual learning problems, if required, by liaising with pastoral staff, support staff or parents;
- 5) following the school's policies on Behaviour, Merits and Sanctions;
- 6) ensuring a well-ordered atmosphere for the departments' work, e.g. by displaying pupils' work in rooms which are maintained as a pleasant environment.

Resources : stock and equipment

To maximise the effectiveness of departmental capitation by:

- 1) keeping all expenditure within budget limits and to strictly follow the school's financial procedure and practices;
- 2) discussing and agreeing expenditure priorities with colleagues;
- 3) ordering, storing and ensuring the good maintenance of instruments, equipment, books, materials and furniture;
- 4) keeping records and checking stock as required.

Administration

To play a part in the smooth administration of the school by:

- 1) organising departmental meetings, with agendas distributed in advance and minutes distributed to the Head and team members;
- 2) having discussed such matters with colleagues, liaising with the Deputy Head about timetable and rooming arrangements;
- 3) assisting in the appointment of new staff;
- 4) working with the Examinations Officer and the relevant Year Heads to ensure that exam entries are effectively made.

Health and Safety

To ensure that the relevant Health and Safety regulations are known and adhered to, by teachers and technicians, by:

- 1) communicating the appropriate COSHH and other procedures to all relevant staff;
- 2) providing INSET on these procedures;
- 3) monitoring their implementation;
- 4) supervising the use and care of equipment and rooms assigned to the department.

This Job Description is not rigid or exclusive and may be adjusted at any time with the agreement of the Head Teacher to meet the needs of the school.

Post Holder : _____

Head Teacher: _____ Date: _____