



TRINITY CATHOLIC HIGH SCHOOL
(Science and Sports College)
Chairman of Governors: Mrs M Bishop
Headmaster: Dr P C Doherty OBE, BA (Hons), DPhil (Oxon), FRSA

Head of Media and Film Studies
Job Description

General Responsibilities:

- To be responsible for the safeguarding and promoting the welfare of children/young adults.
- Under the reasonable direction of the Headmaster carry out the professional duties of a school teacher as set out in the School Teachers Pay and Conditions Document.
- To teach across the age and ability range as necessary.
- To keep a detailed and accurate Teacher Planner in accordance with school policy and ensure that assessment records both written and on Department network registers are maintained up to date.
- To ensure that all policies and procedures as outlined in the school handbooks are adhered to and actively promoted.
- To ensure that all classes are taught according to school policy and that National Curriculum and examination syllabus regulations are carefully followed at all times.
- To be responsible for the maintenance of subject displays in a designated classroom or area.
- To engage actively in the performance management review process.
- To act as a form tutor and carry out the duties associated with the role as outlined in the generic job description.
- To contribute to PRE, Citizenship, ICT as required.
- To assist in the implementation of the behaviour management system in the school so that effective learning takes place.
- To comply fully with the school's Health and Safety Policy.
- To play a full part in the life of the school community to support its distinctive Catholic mission and ethos and to encourage staff and students to follow this example.
- To undertake any reasonable task as directed by the Headmaster or Line Manager.

Responsibilities for Head of Department: Media and Film Studies

- To lead and manage the development of a highly innovative and relevant curriculum in Media Studies and Film Studies ensuring new developments in the subject are embraced and disseminated, appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies are in place and regularly evaluated.
- To formulate strategic plans for the Media Studies and Film department.
- To work at all times towards the meeting and exceeding of all department, school and national examination targets for all students taking particular notice of the relevant subgroups.
- To monitor the "gaps" occurring with subgroups and the whole cohort and to work at all times to reduce these.
- To ensure all examination entries are accurate and appropriate and that controlled assessment procedures are correctly adhered to at all times.
- To implement new courses in liaison with the Headmaster and SMT.
- To ensure that all students are taught according to school policies and examination specifications.
- To ensure that the department VLE is relevant for both key stages, well resourced, evaluated and added to / altered as required and accessible by all staff and students.
- To manage the department timetable and necessary changes over time ensuring all staff have equitable spread of duties, teaching groups according to experience and interest and for the primary purpose of the benefit to the students.

- To write and update job descriptions for all staff in the department, allocating duties for posts of responsibility in the department and in line with school requirements.
 - To lead the department programme of continuing professional development and ensure staff attend school inset workshops as required and relevant to individuals and the department.
 - To provide opportunities for the professional development of staff in the Media Studies and Film department through external agencies as appropriate.
 - To monitor and respond to curriculum developments and initiatives at local and national levels.
 - To ensure sufficient mentoring and support is available to all staff in the department particularly ITTs, NQTs and new staff as well as staff embarking on new schemes of work.
 - To be fully aware at all times of the quality of Teaching and Learning in lessons and to ensure this is of the highest standard and actions are in place and reported to SMT where this is found not to be the case.
 - To arrange the Performance Management pyramid for the department and ensure all staff fully engage with the Performance Management process.
 - To ensure the assessment, recording and reporting procedures in the department are fully fit for purpose.
 - To ensure rigorous and extensive systems are in place for monitoring and tracking all students.
 - To ensure the analysis of data is checked and completed by department staff according to job descriptions and in line with the Teaching and Learning teams' and SMT requirements.
 - To manage the quality audit of all reporting procedures to SMT, Teaching and Learning teams and to parents.
 - To ensure all Intervention programmes in the department are of the highest quality and are aimed at the appropriate groups of students.
 - To ensure that the monitoring of progress and provision for disadvantaged, EAL, SEN and Gifted and Talented students is of the highest quality.
 - To be responsible for all quality auditing procedures in the department, ensuring they are fully fit for purpose and to allocate quality audit duties to key staff across the department and to report regularly to SMT as required on these matters.
 - To be a model of excellence for the department in all matters relating to quality of teaching, marking and assessment, classroom displays, liaison, meeting deadlines and dealing with parents and external agencies.
 - To write and update the Department Improvement Plan annually to reflect the current and ongoing changes within the subject and school focus. To ensure that all department staff are fully aware of objectives set within the department and relevant duties assigned to meet the objectives.
 - To liaise with the SMT line manager and Headmaster in all matters relating to Media and Film Studies and to complete reviews as required.
 - To liaise effectively with other Heads of departments including SENCO and the Teaching and Learning teams as required.
 - To attend all Head of Department meetings and disseminate key information to Media and Film Studies staff.
 - To provide and update the department handbook so that it fully reflects school and department practice.
 - To ensure all staff have access to and have read the required sections of the handbook.
 - To advise department staff on dealing with parental concerns in the most appropriate way, keeping the Headmaster aware of all concerns as required and taking appropriate action according to the concern.
 - To provide the Headmaster with a half termly report with a copy to the School Manager.
 - Maintaining equipment and controlling stock.
 - Managing capitation and ordering.
 - Liaising with other schools, Media organisations.
 - Maintaining links with British Film Institute and other media institutions.
 - Open evening displays.
 - Liaising with parents at open evenings, and at other times where necessary.
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- To manage and co-ordinate work of supporting ancillary staff for the department.
 - To manage efficiently the department budget, finance, orders and stock books.
 - To report to the Headmaster and SMT as required.