



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

Teacher of Media
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 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 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 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 undertake any reasonable task as directed by the Headmaster or Line Manager.

Responsibilities for Key Stage 4 Coordinator in Media Studies

- To develop and maintain schemes of work.
- To produce content for the departmental website relating to Key Stage 4 Media Studies.
- To keep fully up to date with all national developments in Media and ensure these are disseminated to HOD regularly.
- 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 produce periodic reports and analyses relating to subject area as required.

- To ensure all examination entries are accurate and appropriate and that controlled assessment procedures are correctly adhered to at all times in subject area.
- To implement new courses in liaison with the HOD.
- To ensure that the department VLE is relevant for key stage 4 in Media Studies.
- To attend both internal and external CPD as required by Headmaster and HOD and disseminate information to department.
- To ensure that the monitoring of progress and provision for disadvantaged, EAL, SEN and Gifted and Talented students is of the highest quality at key stage 4.
- To attend all department meetings.
- To assist in updating the department handbook so that it fully reflects school and department practice.
- To report to the Headmaster and SMT as required.