

Job Description

***Curriculum Lead of Media***

**GRADE: MPS / UPS & TLR 2a (£3,390)**

**RESPONSIBLE TO: Assistant Principal or Vice Principal**

**PATTERN: Full time**

**Key Purpose**

To carry out the professional duties of a Media teacher, as circumstances may require and in accordance with the school’s policies, under the direction of the line manager. To be a specialist in Media KS5; teaching GCSE at KS4 and A level at KS5. Media is a very popular GCSE and A Level subject at Chiltern Hills and the results are consistently good.

**Leadership and Management:**

* Develop and implement the strategic direction of the Media department
* Actively support the work of teachers delivering the subject and support staff to ensure the very best pupil outcomes.
* To lead and develop a clear sequenced and robust curriculum inset subject.
* Collaborate with practitioners within the school and beyond to ensure the best possible outcomes for students.
* Coordinate departmental meetings as an effective tool for professional development.
* To lead appraisal conversations for certain team members, as directed, in line with policy guidelines.
* Actively use, analyse and report on student performance data from internal and external assessments and/or examinations
* To safeguard and promote the welfare of children with whom they have contact or are responsible for.
* Ability to line manage Btec Level 2 creative digital production.

**Teaching, Learning and Assessment:**

* To plan, prepare and deliver high quality Media teaching which meets curriculum requirements per class
* To deliver consistently high-quality lessons that reflect the Chiltern Hills Academy ‘Features of Great Teaching
* To ensure that best practice is shared within the curriculum team and beyond.
* Supporting a successful learning environment by using Academy procedures (rewards and behaviour ladder)
* Encouraging ‘The CHA Way’ regarding kindness, punctuality, behaviour, standards of work and homework
* Mark and monitor students' work and set targets for progress.
* Assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving.
* Present informative verbal evidence informed reports and next steps to parents during consultation evenings

**Pastoral Duties**

* To take on the role of form tutor to an assigned group of students.
* Promote the general progress and well-being of individual students and the tutor group.
* Deliver the pastoral curriculum provided during form time.
* Liaise with the pastoral team to ensure the implementation of the school's pastoral system.
* Support student development through communication, building relationships with parents, supporting attendance and wellbeing.
* Deliver Life Skills curriculum (PSHE) according to school policy.
* Other Professional Requirements
* Have a working knowledge of teachers' professional duties and legal liabilities;
* Operate at all times within the stated policies and practices of the Academy;
* Establish effective working relationships and set a good example through their presentation and personal and professional conduct;
* Endeavour to give every child the opportunity to reach their potential and meet high expectations;
* Contribute positively and effectively to Keeping Children Safe in Education;
* Recognise the importance of safeguarding in education and follow the school Child Protection policy;
* Take part in marketing and liaison activities such as Open Evenings, Parents’ Evenings and events
* Take responsibility for own professional development and duties in relation to school policies and practices;
* Liaise effectively with parents and Governors;
* Work within the school’s Health & Safety Policy.

**Media**

* Teach Media to pupils at KS4 and KS5
* Teaching up to GCSE level would be advantageous in another subject.
* Support pupils through both the curriculum and additional opportunities for Media enabling excellent progress beyond expectations.
* Have the highest aspirations and expectations regards quality of pupils’ work.
* Contribute to the ongoing development of the curriculum.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.