



**Stronger
Together**

Lead for Media Studies (and Teacher of English)

JOB DESCRIPTION

Queensbridge School
Queensbridge Road, Moseley, Birmingham B13 8QB

JOB PURPOSE

The Lead for Media studies will take responsibility for;

- High-quality teaching within Media Studies
- Effective use of resources
- Improved standards of learning and achievement for all

Duties and Responsibilities

Strategic direction

- Develop and implement a curriculum for Media Studies in line with our school's commitment to high-quality teaching and learning and whole school priorities
- Promote the subject, its importance, and the value that it brings across the school
- Have a good understanding of how well the subject is being delivered and the impact it has on pupil achievement
- Work with the special educational needs co-ordinator (SENDCO) to ensure the curriculum matches the needs of different pupils, such as disadvantaged pupils and those with special educational needs and/or disabilities (SEND)
- Review examination data and use this to evaluate the effectiveness of the curriculum

Leading the curriculum

- Oversee the planning of the curriculum content, ensuring it is well sequenced and engaging to promote pupil progress
- Make sure there is an effective system of assessment that oversees the progress of pupils to ensure the curriculum has a positive impact on pupils' learning
- Have an overarching responsibility for pupils' achievement and standards within Media Studies
- Effectively use data to evaluate and improve your curriculum and identify and close any gaps/key cohorts
- Provide information for students and parents about the Media Studies course for year 9 options evening
- Liaise with the examinations officer around examinations and mocks

Efficient and effective deployment of resources

- Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in pupils
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- Manage the subject budget effectively to ensure it is spent on resources that add value and enhance the learning experience

General Responsibilities

TEACHING AND LEARNING

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.

- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, faculty and school procedures
- To mark, grade and give written/verbal and diagnostic feedback as required

PASTORAL CARE

- To be a form tutor to an assigned group of students.
- To promote the general performance, well-being and progress onto further education and training of individual students and of the tutor group as a whole.
- To liaise with a Head of Year to ensure the implementation of the school's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of action plans, references and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To apply the Behaviour Management systems so that effective learning can take place.

STAFFING

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school

QUALITY ASSURANCE

- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum faculty in line with agreed school procedures, including

evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.

- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

MANAGEMENT INFORMATION

- To maintain appropriate records and to provide relevant accurate and up-to date information for SIMS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

COMMUNICATIONS AND LIAISON

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.
- The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English is essential for the post.

SCHOOL ETHOS

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- Queensbridge School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. It is the individual's responsibility for promoting and safeguarding the welfare of children they are responsible for, or comes into contact with.

GENERAL

- To undertake any other duties as appropriate to the grade of the post as requested by the Headteacher.

PERSON SPECIFICATION

Job Title: Lead Teacher for Media Studies and Teacher of English **Grade:** MPR/UPR
TLR2 Bottom £3,214

A = Application form/process; I = Interview; O = Observation/; T = Task

CRITERIA	ESSENTIAL	M.O.A
EXPERIENCE (Relevant work and other experience)	Experience of working in a secondary school	A
	Experience teaching GCSE Media Studies and KS3 English (experience of teaching KS4 English is desirable)	A
SKILLS AND ABILITIES (E.g. Written communication skills, dealing with the public)	Excellent teacher performance in the classroom and ability to utilise an effective range of teaching and learning styles	O
	Ability to create a learning environment that values all students equally and enables all to achieve	A/I
	To provide opportunities for students to develop awareness of cross-curricular themes and key skills	A/I
	Ability to work under pressure and meet competing deadlines	A/I/T
	Knowledge of the Media Studies and English curriculum and current issues therein	A/I
	Ability to work as a personal tutor	A/I
	Good understanding and competence in ICT	A
	Good organisational skills	A
	Excellent communication skills – written and verbal	A/T
	Set high expectations for student behaviour and establish a clear framework for classroom discipline which promotes self control and independence whilst managing students' behaviour constructively	A/O
	Work effectively as part of a team; developing positive relationships with colleagues, students, parents and other agencies as appropriate	A/I
	Willingness to be involved in the extra- curricular programme	A/I
Committed to raising standards in the school	A/I	

	High level of self motivation and energy and enthusiasm for the education of young people	A/I
	Demonstrate suitability to work with children and this will include motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behaviour, and attitudes to the use of authority and maintenance of discipline	A/I/O
TRAINING	Willingness to undertake appropriate training and commitment to own continuing professional development	A
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications	Qualified teacher status	A
	Degree or equivalent	A
OTHER	Ability to respond flexibly and adapt to changing and challenging circumstances	A/I
	Ability to maintain strict confidentiality of information received and processed as part of the job role	A/I
	Ability to set and maintain high standards	A/I
	Ability to project a professional image for the school	A
	Ability to have a flexible approach to work to meet the needs of the school	A
CONTRAINDICATION	Criminal convictions involving offences against children	A

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE SCHOOL'S EQUAL OPPORTUNITIES POLICY