

Commitment to Learning
High Expectations
All Can Succeed
Confidence and courage
Everyone valued equally



JOB DESCRIPTION

Post Title : **Head of Media and Film Studies**
Status : **Permanent – Full time**
Line Manager : **Head of English Faculty**
Allowance : **Main Pay Scale + TLR2B**
Review Date : **September 2019**

At Chace Community School we share a strong **commitment to learning**. We have **high expectations** of all students. We aim to provide a high quality, challenging, broad and balanced education within a supportive pastoral system, in an inclusive, calm, purposeful and caring, learning environment. We work in partnership with parents, valuing their support to encourage students to make the most of their educational opportunities at Chace. We believe that **all can succeed** and improve on present best. We are always proud to celebrate our students' achievements. We are determined to enable our students to become responsible, independent, thoughtful adults who have the **confidence and courage** to enjoy the challenges of learning at Chace where **everyone is valued equally**, and to be successful in their future lives.

Conditions of Service

As a teacher you will have responsibility, in accordance with the School Teachers' Pay and Conditions Document, for the education and welfare of designated classes of students at Chace Community School. Your duties will be carried out with due regard for the requirements of the National Curriculum, Chace Community School's aims and the policies of the Governing Body.

General Responsibilities

We share a commitment to learning and raising achievement for all and have high expectations of all our students. To this end all teachers will be expected to:

- teach students principally in your own subject across the age and ability range and in accordance with agreed schemes of work and assessment for learning, recording and reporting procedures;
- share responsibility for ensuring the safety, well-being and discipline of all the students at the school;
- adhere to all school policies and procedures as laid out in the Staff Handbook, taking cognisance of all additions and amendments throughout the school year;
- participate in the development of appropriate materials and schemes of work within your faculty and in co-operation with colleagues;
- carry out a share of supervisory duties (break duty and exam invigilation for example) in accordance with agreed rotas;
- participate in appropriate meetings with parents and colleagues relating to all aspects of your work as a teacher at Chace Community School;
- carry out the role and responsibilities of a tutor as required;
- carry out other duties as reasonably required by the Head.

Specific responsibilities - the role of a Head of Department

(a) The Curriculum

- oversee all work within the Media Department and ensure that the learning experiences offered to students are relevant to their needs and challenging to students to achieve beyond expectation and are in accordance with national guidelines
- Promoting Media and Film as options at GCSE and A Level study
- Arranging appropriate interventions to support, challenge and stretch students to meet and exceed expected levels of progress
- Processing data to recognise the strengths and developmental needs in the department
- Monitoring, tracking and ensuring pupil progress across KS4 and KS5 subjects
- to continually review and develop the range of learning experiences offered to students
- to keep up to date with all curriculum developments in their field and encourage new initiatives to improve learning and teaching and raise achievement
- to assist, as appropriate, with the development of Information Technology across the school, in line with National Curriculum guidelines
- to ensure that detailed differentiated schemes of work are prepared in line with national requirements and school policy
- to ensure that students' work is regularly assessed, using assessment for learning, with progress monitored, and accurate records of students' progress kept
- to devise and implement strategies for celebrating students' achievement e.g. regular display of work and in assemblies
- to ensure that reports on students are compiled in accordance with school policy
- to develop and maintain effective links with the SENCO, to ensure the needs of students with Special Educational Needs are met, in line with the Code of Practice and school policies
- to ensure the needs of bilingual students are met
- to oversee the development of cross-curricular links, as appropriate
- to coordinate intervention at KS4;
- to liaise with the HoF and Assistant Headteacher with responsibility for assessment in the conduct of both public and internal examinations, at Key Stages 4 and 5
- to liaise with the appropriate Head of Learning to ensure that the educational needs of all students are met.

(b) Professional Support

- to advise and support Department members in order to promote their development and to facilitate the effective development of the Department
- to participate in appraisal arrangements as part of CPD
- to take a leading role in maintaining a disciplined, well ordered, purposeful, learning environment within the Department, in accordance with school policy
- to liaise with Heads of Learning to support students causing concern
- to ensure that appropriate work is set for absent Department colleagues

(c) Communication

- to attend and contribute to meetings, as appropriate
- to convene regular Department meetings and ensure that minutes are kept
- to keep Department members informed of curriculum developments
- to liaise with support staff, as appropriate, to help realise the objectives of the Department
- to liaise with parents as and when appropriate.

(d) Resources

- to ensure that Department capitation is allocated and spent appropriately in consultation with your Head of Faculty
- to keep an up-to-date inventory of all equipment and resources in the Department, including annual updating of all stock books relevant to the Department
- to complete risk assessments and vigorously monitor Health & Safety at work practice to ensure that the general environment within the Department area is in keeping with accepted health and safety procedures and legislation.

All Chace staff will:

- promote equality of opportunity and regard;
- follow Safeguarding guidelines and Child Protection policy/procedures;
- contribute to producing/delivering priorities in the School Improvement Plan;
- keep Chace and their own performance under review, contributing to
- monitoring, evaluation and review and participate in performance appraisal;
- promote positive attitudes and behaviour;
- contribute to the smooth day to day running of the school;
- be committed to achieving the school aims;
- be a lead learner;
- work to develop Chace as a successful inclusive learning community;
- respond promptly to concerns from parents, staff or students;
- promote the school in the community;
- work in partnership with all colleagues including the Governing Body;
- support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- have regard for and act in accordance with Health and Safety policy/practice;
- celebrate success of students and staff;
- support school events including those organised by the PTA.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment. All appointments are subject to satisfactory pre-employment checks, including satisfactory enhanced criminal records with Barred List check through the Disclosure and Barring service

Aiming to be the best we can be