



## **ST MARY'S SCHOOL, GERRARDS CROSS**

### **JOB DESCRIPTION: HEAD OF DEPARTMENT / MEDIA STUDIES / TEACHER OF ENGLISH**

Media Studies is amongst the wide selection of A level subjects offered at St Mary's, where girls follow the OCR A level Specification. Our Sixth Form is a happy, academic environment, where nearly all go to their first choice of university. Examination results in Media Studies are excellent, consistently well above the national average and with 100% pass rate in the last 10 years, with pupils frequently choosing media-related degree courses such as digital film production, journalism, advertising and marketing. The successful candidate will be responsible for the continued participation in media-related activities throughout the school, and for the co-curricular Media Clubs, which are well supported by girls from Year 6 upwards. Students regularly support school productions using digital media on set and making videos, DVDs and trailers for the school social media, which are some of the many tools in the Media Studies department's role in the marketing of the school. Media students take part successfully in national competitions, in recent years winning the Media Magazine Production Competition. The subject sits within the English Faculty, with close collaboration with Expressive Arts, encompassing Music, Art, Drama and Dance, which are both extremely well supported by the School and Governors. The successful candidate must articulate a clear vision and ambition for the future of Media Studies within the school.

There are currently two teachers in the department who both have other responsibilities within the school. The subject is taught in our spacious, well-resourced, dedicated Media Studies classroom, as well as in the ICT Suite, both of which are situated in our modern Sixth Form building.

A number of trips underpinning the girls' work in school take place throughout the school year and the successful candidate will be required to liaise with other departments and undertake the organisation of such visits. The Head of Media Studies is also expected to develop networks with professionals within the industry and bring this experience into the school with workshops, work experience opportunities and real-world examples.

Our Head of Media Studies should also be an outstanding classroom practitioner in English, who will teach English from Year 7 upwards. This is a thriving, forward thinking and innovative department committed to inspiring our girls with a love of English.

The appointment of a new Head of Media Studies/Teacher of English is an opportunity for an enthusiastic, able graduate to lead this department into the next stage of its development alongside supporting our excellent English department. The successful candidate should have stamina, good humour and demonstrate strong organisational skills. Very good ICT skills are a normal expectation, alongside experience with editing software such as Final Cut Pro, Adobe Photoshop and Adobe Premiere Pro. All members of staff are expected 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. Staff play a crucial part in the marketing of the school and attend all open day events, as well as our annual evening Carol Service and Saturday morning Prize Giving in July. Staff participation in the co-curricular life of the school is a requirement, developing relationships with students and their parents and ensuring a breadth of opportunities for our girls.

## 1. ACADEMIC LEADERSHIP

- To set and to maintain the quality and standards of work within the department, and to establish its aims and objectives
- To draw up and implement an annual development plan which supports and complements the whole school improvement plan
- To teach to the highest standard, aiming to be the foremost exponent of the teaching of the subject within the department
- To keep abreast of new techniques and concepts in the subject
- To ensure that the correct procedures are adopted and maintained by all who work in the department, noting the requirements of the school's Health & Safety, Learning & Teaching, and Marking policies

## 2. ADMINISTRATION

- To provide appropriate programmes of study based on the published specifications and to ensure that they are followed appropriately
- To provide appropriate resources for the department:
  - by liaising with the Bursar over funding
  - by cataloguing and integrating worksheets, articles, test materials in the schemes of work
- To review programmes of study and schemes of work
- To lead and organise extra-curricular visits as required
- To arrange staffing and rooming of the department's timetable in consultation with the Assistant Head
- To oversee the setting of internal examinations and topic tests meeting deadlines set by the Assistant Head
- To oversee the writing of reports and assessments, checking reports are appropriately written and ensuring that the quality is maintained and deadlines met
- To liaise with the Examinations Officer in the entering of candidates for external examinations
- To keep records showing set sizes, common test results and grades achieved in mock and public exams
- To ensure that the departmental handbook is thorough and up to date
- To take responsibility for the annual department budget, ensuring that expenditure stays within the limits of the budget
- To control textbooks and equipment in the possession of the department and, within the limits of the budget, to ensure that they are replaced when necessary

- To attend regular Faculty meetings in order to discuss pupils' progress, any common problems and other departmental issues and to share good practice, taking minutes on a rota basis with other members of the Faculty

### 3. PASTORAL SYSTEM

- To act as a Form Tutor if required and to carry out the duties associated with the role
- To contribute to PSHCEE and Enterprise as required
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place