

Hendon School



Job Description

Post: Head of Media Studies

Responsible to: Head of English Faculty

Salary: MPS/UPS (Outer London) plus TRL 2B

Job Purpose: To work closely with the Head of Faculty to develop the Media Department provision to best meet student needs

Job Specification:

Leadership

- Promote the values and ethos of Hendon School
- Inspire our students
- Create a vision, sense of purpose and pride in the teaching of the subject of responsibility
- Ensure high levels of teaching and learning within subject area
- Take responsibility for raising pupil achievement in subject area
- Inspire other staff by personal example and presence
- Have a presence around the school, encouraging students to demonstrate positive behaviour and attitude

Management of subject area

Staff:

- Lead and support all Department Staff

Curriculum:

- Plan, monitor and evaluate the effectiveness of schemes of work and curriculum content to meet the needs of the full range of ability
- Be responsible for students' data and promote its use to inform lesson planning, intervention, teaching and learning
- Ensure and oversee the provision for students with SEN including G & T and PDS as appropriate
- Promote and represent the subject within the faculty in school meetings
- Promote opportunities of extra-curricular activities and visits related to curriculum content

Students:

- Ensure high standards of performance, attitude and behaviour across all students
- Oversee and monitor department use of rewards

Teaching:

All teachers are expected to abide by the Professional Standards for Qualified Teacher Status when undertaking their role as a classroom teacher.