

Hitchin Boys' School

Job Description



Position: **Lead Teacher Film & Media**

Reporting to: **Head of Faculty**

The purpose of this role is to ensure provision of a full learning experience and support for students, so that they make outstanding progress and enjoy their learning. The Lead Teacher Film & Media will take lead responsibility for providing management to secure:

1. High-quality teaching across the department
2. Effective use of resources
3. Improved standards of learning and achievement for all

Strategic direction

- Develop and implement policies for the subject area in line with our school's commitment to high-quality teaching and learning
- Promote the subject, its importance, and the value that it brings across the school and beyond
- Have a good understanding of how well the subject is being delivered and the impact it has on pupil achievement
- Use this understanding to feed into the school development plan and produce an action plan for the subject
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject
- Consult pupils, parents and staff about the subject and its effectiveness, and assess the feedback against the school's values, visions and aims
- Work with the SENDCo to ensure the curriculum matches the needs of different pupils, such as disadvantaged pupils and those with special educational needs and/or disabilities
- Promote careers education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities
- Use additional staff in the subject area to ensure there is a framework for deployments and that teaching assistants are deployed effectively
- Liaise with our feeder primary schools on the transition of the subject to secondary school to ensure that progression is built into the curriculum
- Liaise with the local authority (LA) within subject groups on subject-related events, projects and activities

Leading the curriculum

- Develop and review regularly the vision, aims and purpose for the subject area
- Oversee the planning of the curriculum content, ensuring it is well sequenced to promote pupil progress
- Ensure the planned curriculum is effectively and consistently implemented across the school
- 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 in the subject area

Leading and managing staff

- Establish an effective team and hold regular meetings on the subject to keep staff informed on any developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the subject area
- Monitor teaching and learning by visiting lessons, scrutinising books, and talking with pupils to assess how well the subject area is being implemented and how well it is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide

- continuing professional development (CPD) in the subject area
- Coach and model team teaching
- Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Take responsibility for performance management for your team, appraising staff in line with the school's appraisal policy
- Contribute to timetabling and manage setting pupils into attainment groups

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
- Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to pupils learning from home if necessary

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Lead Teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

To carry out this role effectively you need to be aware of, and support, the fundamental philosophy and aims and objectives of Hitchin Boys' School, and to be instrumental in creating an ethos which facilitates the effective education of every student in your care. 'Striving for Excellence' means that every student realises their potential and has barriers to learning removed as far as possible.

Person specification

Criteria	Qualities
Qualification and Training	<p>Qualified teacher status</p> <p>Successful teaching experience with secondary aged pupils</p> <p>Evidence of professional development relevant to this role</p>
Skills and Knowledge	<p>Good knowledge of legislation and guidance on curriculum requirements</p> <p>Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff</p> <p>Excellent communication and organisational skills</p> <p>Knowledge of effective teaching and learning strategies</p> <p>A good understanding of how children learn</p> <p>Ability to adapt teaching to meet pupils' needs</p> <p>Ability to build effective working relationships with pupils</p> <p>Knowledge of guidance and requirements around safeguarding children</p> <p>Knowledge of effective behaviour management strategies</p> <p>Good IT skills, including previous use of SIMS, CPOMS & Edulink</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to build effective working relationships with staff and other stakeholders</p>
Personal qualities	<p>High expectations for all pupils and belief in bringing out the best in all</p> <p>Commitment to upholding and promoting the ethos and values of the school</p> <p>Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to always maintaining confidentiality</p> <p>Commitment to equality</p>

Appraisal

Our agreed appraisal system will be used to review all teachers' performance throughout the year. This job description will be used as part of the review.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

HBS is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Print name
(Member of staff)

Signed
(Member of staff)

Signed
(Headteacher)

Date
(Member of staff)

Date
(Headteacher)