

**Parrs Wood High School**

Wilmslow Road, East Didsbury,

Manchester, M20 5PG

Headteacher: Mark McElwee

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**Head of Media and Film with the ability to teach English up to GCSE  
TLR2a £2,667**

**Required for September 2018**

We are seeking a dynamic, inspirational and resilient leader who is passionate about improving standards and achievement for our richly diverse and truly comprehensive student body.

Parrs Wood High School has realised significant improvements in standards and outcomes in recent years and these improvements were validated by Ofsted in December 2013 when we were judged as Good in all areas. Our 2016 GCSE results were our best ever and placed us in the top 250 schools nationally.

The school is committed to improving opportunities and life chances for all our students, whether they aspire to Oxbridge Universities, first-class apprenticeship programmes or wish to enter the workplace with training.

We are looking to appoint an outstanding Head of Media and Film to join our cohesive, hardworking and motivated English team. You will be supported fully in ensuring high standards of behaviour and work ethic and will be expected to contribute to the faculty vision of implementing a challenging, knowledge rich curriculum that seeks to ensure all our students fulfil their academic and social potential.

Experience in teaching English at Key 3 and 4 is essential.

Download the job description and an application form from the school website:

[www.parrswood.manchester.sch.uk/careers.html](http://www.parrswood.manchester.sch.uk/careers.html)

We look forward to your application to join us on our journey to Outstanding.

Parrs Wood High School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing date: Monday 21<sup>st</sup> May 2018



**Parrs Wood High School**

## **Job Description: Head of Media and Film**

**TLR2a £2,667**

### ***The Post***

As a key leader within the school, the post-holder is expected to demonstrate consistently high standards of personal and professional conduct and be a positive ambassador for Parrs Wood High school at all times. The post holder will have full responsibility for outcomes within the department in terms of progress measures and attainment for all student groupings across three key stages. The post holder will lead a team of teachers and if applicable a team of support staff and will report directly to the Director of Faculty.

### ***Principle Responsibilities***

To line manage a team of teachers, and support staff where applicable within the department.

To ensure that all department members have the highest possible expectation of their students.

To lead by example and provide the motivation and direction for the department.

To develop and implement policies and practices within the department which reflect the school's commitment to raising standards and achievement.

To support the Director of Faculty on the MQTL (monitoring the quality of teaching and learning) programme within the faculty, ensuring that there is a consistency in the quality of provision and that all members of the team are 'at least good' with reference to Ofsted criteria.

To ensure curriculum coverage, continuity and progression within the department for all students, including those of high ability and those with learning needs.

To lead a continuous cycle of self-evaluation and to provide termly reviews of progress identifying areas of strength, areas for development and strategies for improvement.

To establish and implement clear practices for assessing, recording and reporting on student achievement in line with faculty policy and to effectively use data to recognise achievement and to challenge staff in providing appropriate intervention to meet the emerging needs of the department.

To be able to use external and internal data sources to evaluate the school's performance within the department against national averages, recognising that the school aims to be performing in the top-quartile of schools.

To ensure that student data is used effectively to secure good progress in all subjects and to provide to all those involved in the delivery of faculty subjects the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching. This includes training other staff in the department to use data effectively.

When necessary liaise with the Directors of Learning and Heads of Learning about student progress within the department.

To establish clear expectations and constructive working relationships within the department, devolving responsibilities and delegating tasks, as appropriate; evaluating progress and developing an acceptance of accountability.

To ensure the effective and efficient management and organisation of learning resources, including information and communications technology.

To ensure that a system for student rewards and sanctions operates within the department that is in line with faculty policy.

To support and ensure that members of the department follow the faculty behaviour policy and procedures and take responsibility for the standards of behaviour in the department.

To manage the department capitation to support and develop learning and teaching.

Working closely with the Director of Faculty make bids to the Headteacher for additional resources for developments within the department.

To create an effective and stimulating environment within the department for teaching and learning.

To ensure that there is a safe working and learning environment within the department where risks are properly assessed.

To increase student participation in extra-curricular activities within the department.

To ensure that all entries for internal and external assessments are accurate and meet internal deadlines.

To ensure adequate provision is in place within the department to support colleagues that are new to the school including ITT, NQTs and other new staff.

To support the Director of Faculty in the implementation of the school's appraisal policy within the department working collaboratively with the schools CPD manager. Identify training needs and opportunities for the department that meet both the personal development needs of colleagues and the improvement priorities of the school.

To ensure that all staff within the department follow the school's absence procedures including return to work interviews.

To attend meetings within school and external partners as required.

To undertake any reasonable duty at the request and discretion of the Headteacher.



**Parrs Wood High School**

**Post : Head of Media and Film**

***Person Specification***

Have good academic qualifications relevant to the post.	Essential
Have a high regard for young people and the learning process	Essential
Have the ability to articulate and maintain a vision for high standards and achievement	Essential
Have the ability to communicate effectively both verbally and in writing	Essential
Have the ability to lead a group of staff	Essential
Be able to gain respect from staff and students	Essential
Be efficient, highly organised and able to work in a high pressure environment	Essential
Have a high level of ICT skills	Essential
Have proven ability to effectively motivate staff and students	Essential
Have the ability to establish good working relationships with staff, students parents and the wider community	Essential
Able to support, mentor, coach and challenge colleagues to raise their performance	Essential
Have personal impact and high presence within the school	Essential
To be committed to self-development and the improvement of others within the department	Essential
Have energy, dynamism and a sense of humour	Essential
Have experience of leading teams with demonstrable impact	Essential
Show a broad understanding of issues relating to the Department's Curriculum Development	Essential
Have appropriate professional development in preparation for Senior/Middle Management	Desirable