



## **JOB DESCRIPTION**

**JOB TITLE:** Curriculum Leader of Media Studies  
**REPORTS TO:** Member of the senior leadership team  
**SALARY:** MPS/UPS (Outer London) plus TLR 2b  
**DATE:** September 2026

### **Purpose of the job**

- To lead Media Studies and to teach the subject of Media Studies
- To work alongside the school's senior leadership team to promote Media Studies within the school
- To ensure that the teaching of Media Studies throughout the school is of the highest quality
- The post-holder may be expected to teach a second subject

### **Duties**

In accordance with the Education (School Teachers Pay and Conditions of Employment) Order, the duties as set out in the Conditions of Employment of School Teachers under Section 3.

*Curriculum leaders / Directors of Faculty are also responsible for carrying out the duties in relation to their own classes outlined in the job description for a classroom teacher*

### **Key responsibilities**

#### **Operational/Strategic Planning**

1. To be responsible for the delivery of the Media Studies curriculum throughout the school and the management of a team of teachers and support staff
2. To develop and support strategies to encourage students to choose to study Media Studies at both GCSE and A level.
3. To organise student grouping within the subject area
4. To contribute significantly to the school's planning (both short and long term) and provide leadership for whole-school developments by taking responsibility for whole-school initiative(s)
5. To provide leadership and create enthusiasm for teaching among members of the department, to develop teamwork and balance the strengths of individuals, allocating responsibilities as appropriate.
6. To make arrangements for departmental consultation and communication.
7. To provide a copy of the notes of departmental meetings
8. To define and develop Media Studies curriculum policy, priorities and schemes of work regularly and to monitor their implementation, setting department targets as necessary, working within the aims of the school and in line with educational developments nationally.

9. To produce and revise the department handbook
10. To keep abreast of examination specification changes and to attend appropriate examination board courses and moderation meetings.
11. To liaise with the examinations officer as necessary over external examination entries

### **Leading and managing staff**

1. To ensure that appropriate performance management arrangements are in place and maintained in the subject area and that a robust programme of professional development is designed and maintained (this to include provision for support staff and non-specialist teachers)
2. To assist in the recruitment of new staff and to be responsible for the induction of new staff
3. To ensure all new teachers are appropriately trained, monitored, supported and assessed.
4. To be responsible for the day-to-day management of all members of the department
5. To monitor regularly the work of department members, ensuring that they are following the correct syllabuses and adhering to policies, including marking, and schemes of work and observing their teaching
6. To establish common standards of practice and to encourage the sharing of good practice within the department and develop the effectiveness of teaching and learning styles

### **Information and Data Management**

1. To produce an annual department review
2. To ensure that the members of the department fulfil the school's requirements for reporting to parents and that the school database is kept up to date
3. To use data effectively to identify students who are underachieving in the subject and create plans of action with target setting

### **Teaching and Learning**

1. To develop innovative, traditional and non-traditional approaches to the Media Studies curriculum in order to ensure appropriate access and achievement for all students
2. To ensure that robust procedures are in place to monitor the quality of teaching and learning outcomes throughout the subject areas
3. To ensure cover work is set for absent staff
4. To teach, where necessary and subject to negotiation, outside of individual subject specialism
5. To ensure that the department is up to date with the implementation of school policies
6. To ensure the development of students' literacy, numeracy and oral communication through the subject where relevant
7. To promote a high standard of teaching within the department, monitoring academic standards and ensuring with others that the students' learning is effective and continuous, enabling them to achieve the best results of which they are capable. This will include appropriate differentiation of the curriculum to meet the needs of all students and monitoring assessment, recording the reporting at all levels
8. To promote teaching and learning styles which stimulate pupil interest and involvement in learning

### **Communication and Liaison**

1. To attend parental consultation sessions and keep parents informed about their child's progress
2. To promote extra-curricular Media Studies throughout the school
3. To represent the department at Curriculum Leaders' meetings, and to contribute to curriculum development and other relevant whole school development (planning and implementation)
4. To disseminate relevant information to members of the department
5. To encourage appropriate links across the curriculum, between departments and with other schools, and to promote relevant activities outside school. This will include developing aspects of cross-curricular themes such as citizenship and contributing to enrichment as appropriate within the department.
6. To organise and manage the department budget and resources to ensure the efficient and effective use of all resources to maintain a stimulating environment within the department
7. To be responsible for department administration
8. To contribute to the termly school newsletter in terms of the subject and/or extra curricular activities.

### **General Responsibilities**

1. To participate in the school's staff development (CPD) programme
2. To continue personal development in relevant areas especially subject knowledge and teaching methods
3. To engage actively with the school's performance management and CPD programme
4. To ensure, where appropriate, the effective deployment of classroom support including assuming responsibility for liaising with and organising the work of Teaching Assistants linked to the faculty
5. To work as a member of a team, positively contributing to effective working relations within the school
6. To communicate, where necessary with parents and external agencies, following the school's staff communication policy, including promptly responding to communication as outlined in the school's directed time policy
7. To attend Open Evenings, Parents' Evenings and other whole-school events;
8. To attend Monday afternoon staff briefings
9. To take part in the arrangements for appraisals and observations
10. To undertake duties as detailed in the rotas, timetables and key dates publication
11. To undertake any other duties as the Headteacher or Senior Leadership Team may reasonably require
12. To adhere to the expectations laid out in the teacher standards, in terms of teaching and professional conduct.

### **Health and Safety**

1. To be familiar with the school's policies that refer specifically to health and safety regulations and implement it as applicable within the department

2. To ensure that health and safety policies and practices, including risk assessments, throughout the department area are in line with national requirements and updated where necessary
3. To have regard to health and safety across the school in all aspects of work, in line with the school's policies and keep up to date with all relevant policies and risk assessments

### **Other duties and responsibilities**

Any other duties commensurate with the general level of responsibility of the post that the headteacher may from time to time ask the post-holder to perform.

These duties may be modified by the headteacher, with agreement, to reflect or anticipate changes in the job.

Ruislip High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure is required for all posts.

Signed: \_\_\_\_\_ Post-holder Dated: \_\_\_\_\_

Signed: \_\_\_\_\_ Line Manager Dated: \_\_\_\_\_

**The job description is formally reviewed annually and therefore may be revised in line with the level of responsibility.**