



Job Profile: Head of Creative Digital and Media

Purpose

The Head of Creative Digital and Media will have responsibility for the day-to-day leadership and management of the Creative Digital and Media Department and provide high-quality subject leadership across Creative Digital and Media programmes, including T Levels.

The post holder will lead the development of outstanding teaching and learning, raise standards of student attainment and achievement, and ensure students are well prepared for further study, apprenticeships and employment within the creative and digital industries.

As a key member of the Middle Leadership Team, the Head of Creative Digital and Media will contribute to the overall leadership and management of the school, actively promoting its aims and supporting an ethos that encourages achievement, aspiration and high standards.

Responsible to: The relevant member of the Senior Leadership Team

Responsibilities

In addition to the duties laid out in the latest edition of the School Teachers Pay and Conditions Document, the Head of Creative Digital and Media will be expected to:

Operational & Strategic Planning

- Establish, formulate and implement departmental aims and objectives in accordance with the school's overall aims.
- Contribute to the whole-school School Improvement Plan (SIP).
- Write and maintain the departmental development plan and departmental self-evaluation in line with school policy.
- Develop recruitment and retention strategies for Creative Digital and Media students.
- Keep up to date with developments relating to T Levels in Creative, Design and Media and disseminate relevant information to staff.
- Represent the department at meetings and events, including Heads of Department meetings, link governor meetings, parent/carer events and other school functions.
- Organise enrichment opportunities that support the Creative Digital and Media curriculum and contribute to whole-school development.
- Participate in monitoring and evaluation activities undertaken by the Senior Leadership Team
- Supporting with producing the in-house weekly news program for students

Professional Development

- Lead and manage departmental staff, fostering a culture of high expectations, collaboration and continuous improvement.
- Be responsible for staff development within the department.
- Oversee and support Early Career Teachers (ECTs), trainee teachers and mentors.

- Promote the sharing of best practice and effective teaching strategies across the department.
- Keep abreast of developments in Creative Digital and Media education and vocational qualifications and support colleagues in implementing these developments.
- Identify professional development needs and facilitate appropriate training opportunities for departmental staff.

Curriculum Provision & Development

- Be responsible for the implementation and development of agreed curricula across all Creative Digital and Media courses.
- Ensure the effective delivery of literacy, numeracy, ICT, computing, British Values and SMSC through the curriculum.
- Oversee examination and qualification entries for Level 2 and Level 3 programmes.
- Develop effective and engaging teaching strategies within the department.
- Liaise with colleagues across the school to ensure effective use of ICT, Creative Digital and Media resources, and cross-curricular opportunities.
- Support Business Engagement Officers in developing employer partnerships and industry engagement linked to T Level provision.
- Ensure safeguarding requirements are met in relation to employer engagement, industry placements and work-related learning.

Support & Monitoring

- Be responsible for learning, behaviour and achievement within the department.
- Monitor and evaluate all aspects of teaching, learning and assessment.
- Ensure effective use of tracking and performance data to maximise student progress across all groups.
- Use prior attainment and progress data to set ambitious and appropriate student targets.
- Support teaching staff in achieving departmental and whole-school priorities.
- Organise intervention, enrichment and extension opportunities to support student achievement.
- Set cover arrangements for departmental classes in the event of staff absence.

Standards

- Monitor and evaluate the quality of teaching, learning and assessment across the department.
- Use data effectively to monitor attainment, progress and achievement.
- Ensure high standards of student behaviour, engagement and attendance.
- Be accountable for outcomes and achievement across all Creative Digital and Media courses.
- Identify underperformance and implement strategies and interventions to improve outcomes.
- Promote a culture of high expectations, innovation and continuous improvement.

Resources

- Be responsible for resources and finance within the department.
- Ensure the department is appropriately resourced to support high-quality teaching and learning.
- Monitor and manage departmental budgets effectively.
- Ensure specialist Creative Digital and Media resources, equipment, software and facilities are maintained and used effectively.

Performance Management

- Line manage members of the departmental team.
- Conduct lesson observations, learning walks and work scrutiny in line with school policy.
- Set challenging objectives and monitor progress towards agreed targets.
- Conduct annual appraisal reviews and interim performance review meetings for departmental staff.
- Use student progress, departmental and performance data to support staff development and improve outcomes.

- Provide coaching, support and challenge to colleagues to ensure continuous professional growth.
- Ensure all departmental staff meet statutory and professional expectations.

Safeguarding Children

- Ensure all departmental activities comply with safeguarding and child protection procedures.
- Support employer engagement and T Level industry placements in accordance with safeguarding requirements.
- Promote a safe learning environment for all students.
- Report any safeguarding concerns in accordance with school policy and statutory guidance.

Person Specification

	Essential	Desirable
Qualifications	Qualified Teacher Status (QTS)	
	Good honours degree in relevant subject	
	Evidence of continuing professional development	
Experience	Experience of teaching Creative iMedia, Media Broadcast and Production to KS4 and KS5	Experience of teaching/leading curriculum development outside subject area
	Experience of leading, coordinating and monitoring across the department or of a significant area within this department (e.g. KS4/KS5, AFL)	Evidence of line managing a team of staff
	Evidence of successful teaching across the full ability and age range at examination level	
	Experience of raising the achievement of targeted groups (e.g. Higher attainers, SEN, EAL, boys, FSM)	
	Experience in a multi-cultural environment	
		Proficient in the use of industry-standard creative software, including Adobe Creative Cloud applications such as Photoshop, Premiere Pro and After Effects.
	Be confident in the use of Apple Mac technology and associated media production equipment.	
Skills/Qualities, Attributes and Knowledge	Up to date knowledge of the National Curriculum	Knowledge and understanding of T Level delivery, employer engagement and industry placements
	Knowledge of current national developments in education, teaching and learning	Knowledge of current developments within the Creative, Digital and Media sectors
	An outstanding teacher	
	Effective organisational skills with the ability to meet deadlines	

	Ability to gather, analyse and interpret data to establish benchmarks and set challenging targets for improvement	
	Dynamic and innovative approach to teaching and learning developments within a department	
	Ability to model effective teaching methods in order to raise achievement	
	Ability to assess and promote students' progress in a variety of ways	
	Excellent interpersonal and communication skills	
	Confident use of ICT	
	Ability to plan strategically in order to raise achievement	
	Ability to lead and influence others	
	Ability to build positive working relationships with colleagues and provide support through coaching/line management	
	High level of written, oral and presentational skills and excellent organisational skills	
	Ability to carry out lesson observations, provide feedback and set suitable targets	
	Ability to lead, manage and implement changes to curriculum	
	Ability to motivate and effectively manage students in large groups and individually	
	Negotiating skills and the wisdom to delegate appropriately	
Personal Attributes	To be interested in young people, how they learn and in developing ways of removing barriers to learning	Leads by example and able to vary leadership style to best address leadership and management issues
	Have a strong commitment to extra-curricular and enrichment opportunities to enhance the student experience	A reflective leader who can build capacity in the department through delegation and accountability
	Believe in the importance of team work and a collaborative approach	

	Commitment to and understanding of collective responsibility and distributed leadership	
	Willingness to attend outside meetings and to work outside the timetabled day	
	Flexible approach and a sense of proportion	
	Ability to work hard with competing deadlines, prioritising appropriately and maintaining good humour	
	Approachable, consistent, resilient and highly emotionally intelligent	
	Be actively supportive of the Catholic values and ethos of St John Bosco College and make a positive contribution to the wider life of the school	