

JOB DESCRIPTION

Position Title: Coordinator of Film Studies

Reporting To: Director of Academic Studies

Basic Purpose:

- To teach Film studies across the age range, according to departmental planning schemes of work and examination syllabi.
- To promote, monitor and support student learning and progress within the Film Studies Department.
- To contribute to the development of the Film Studies curriculum and the Department as a whole.

Key Responsibilities:

a) Teaching and Learning

- Deliver the curriculum as relevant to the age and ability group that you teach
- Be responsible for the preparation and development of teaching materials and teaching programmes as appropriate.
- Be accountable for the attainment, progress and outcomes of pupils you teach.
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how pupils learn.
- Work closely with teaching assistants and the Learning Support Department in delivering 'personalised learning' whenever reasonably possible.
- Set work for pupils absent from lessons in line with the school's teaching policies.
- Maintain standards of discipline according to the school's codes of conduct and in line with the school's rewards and sanctions programmes.

b) Assessment and Recording

- Maintain a 'teacher planner' and planning documents, including the recording of attainment and effort marks, Prep/homework set, student attendance.
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.
- Give pupils regular feedback, both orally and through accurate and timely marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set Prep/homework to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.

- Participate in arrangements for examinations and assessments as requested by the Director of Academic Studies or their deputy.
- Communicate effectively with parents/carers with regard to pupils' progress, achievements and well-being using school systems/processes as appropriate.

c) Other duties

- Attend departmental meetings, parents' consultations and Whole school events.
- Cover for absent colleagues.
- Complete Prep duties on a pro rata basis.
- Undertake pastoral duties eg: to perform the tasks and duties of a Form Tutor as required, and to support pupils on an individual basis through academic or personal difficulties.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as an outcome of your appraisal.
- To have professional regard for the ethos, policies and practices of the school, and maintain high standards in your own attendance and punctuality.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.
- Make a positive contribution to the wider life and ethos of the school.
- Perform any reasonable duties as requested by the Principal of the school.

d) Specific duties of Coordinator

- Overall planning of subject areas.
- Administration of subject examinations.
- Schemes of Work, Long Term Plans, Medium Term Plans.
- Meet regularly with teachers make sure plans are followed
- Requesting appropriate resources.
- Keeping accounts of spending to ensure that the subject's budget is not exceeded in coordination with SL or Director.
- Writing reports (such as grade analysis) and other paperwork.
- To ensure Health and Safety procedures have been adhered to when planning educational visits and that proper booking procedures have been observed.