



CLAREMONT FAN COURT SCHOOL



JOB INFORMATION

TEACHER IN CHARGE OF MEDIA STUDIES

Closing date: 9.00am Tuesday 7 May 2024
Interviews will be held week commencing 6 May 2024



THE SCHOOL

Welcome to Claremont Fan Court School. We are a thriving, co-educational independent day school in Surrey for pupils aged 2½ to 18. Founded in 1922, last year we celebrated our 100th anniversary as an evolving, successful school.

We are proud of Claremont Fan Court School's strong reputation for being a compassionate, child centred, truly co-educational school of choice for families seeking an academically ambitious environment that educates the whole child.

Set in 100 acres of historic grounds, Claremont is known for focussing on the academic potential of our pupils, but not at the expense of their pastoral wellbeing; for a culture that nurtures pupils' limitless potential, not just in exams but also in equipping them with the skills to shape the world around them at university, in their careers and in the wider society beyond.

We prioritise, too, an understanding of character and the way in which our relationship with others are fundamental to our successes in life, university and careers.

Where else, within a school bus ride from south west London, can children from 2 ½ to 18 balance forest schools with further maths, lacrosse with the pursuit of a medical career, learning history in a building that made history or playing rugby while designing for a fashion show.

Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.



MISSION AND ETHOS

Mission

Our mission guides the ethos of the school and is a primary document for all who work at the school.

- To provide an environment where the God-given potential of every individual is recognised and valued. With this recognition comes the expectation of high personal achievement and moral standards and a developing awareness of our individual responsibility to each other and our world.
- To maintain a broad and forward-looking curriculum in which pupils are encouraged to think independently to meet the demands of a rapidly changing world.
- To encourage our pupils to awaken to all that is good and true within and around them in their spiritual journey of self-discovery.
- To equip our pupils with a strong set of values for future decision making.
- The following values are fundamental to everything we do: courtesy, respect, trust, moral integrity, self-discipline, love for God and man.
- The School embraces the whole Claremont family: pupils, parents, guardians, staff and governors in its mission, vision and ethos

Vision

In accordance with our mission, Claremont Fan Court develops individuals who are outstanding citizens, aware of their responsibility to others and contribute positively to global society.

We realise this by being a high-quality school of choice where young people achieve more than they think is possible.

Ethos

Goodness underpins this school. Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.

Young people leave Claremont Fan Court School as confident, contributing and caring members of the global community. They cherish the values that equip them to make a positive contribution and be a force for good in the world.



THE DEPARTMENT

The media department is part of the science and technology faculty and occupies a welcoming studio equipped with iMacs and a green screen space in the Joyce Grenfell Centre.

Pupils benefit from a well-resourced dedicated subject space, using high-quality equipment and the full Adobe suite of editing software as well as numerous other software packages, enabling pupils to make a wide range of media productions.

Pupils enjoy taking ownership of their creative and academic work and work is presented on individual blogs. Academic results are strong with 62% of grades awarded at GCSE at 9-7 and 63% of grades at A Level at A*- B.

The media department consists of one full time and one part-time member of staff who also is a member of the English department. Media studies is supported by a knowledgeable IT department.

Media studies is a very popular subject choice and is consistently over-subscribed. The department has an excellent record of academic success at all levels, making teaching media studies at Claremont Fan Court a dynamic, enriching and rewarding experience.

Due to the popularity of the subject, the department is also considering expansion into other qualifications such as A Level Film Studies and experience of this would be an advantage but is not a requirement.

Specifications

We currently follow the OCR media studies J200 specification at GCSE and the OCR H409 media studies syllabus at A level.



THE ROLE

A full time teacher in charge of media studies is required to teach GCSE and A level from either September 2024 or January 2025.

The aim of this role will be to teach pupils the skills and content necessary in this subject area that will enable each pupil to achieve well and be confident with further study in this subject.

Curriculum leadership experience would be an advantage but aspiring leaders are also encouraged to apply.

A strong honours degree and a teaching qualification are expected, along with relevant work experience and a willingness to contribute to the co-curricular and pastoral life of the school.

This role will report to the head of faculty: science and technology.

Management responsibilities

- Provide dynamic leadership, ensuring that all sociology activities have clear direction and that teachers, and other staff as appropriate, work together effectively to ensure that examination results for media are outstanding and reflect all students reaching or exceeding their potential

- Maintain and oversee the delivery of appropriate schemes of work which reflect the national curriculum and the needs of the school
- Keep up to date with examination board information such as specification updates and examination changes
- Internally mark and standardise within the department exam candidates coursework and examination work in accordance with the exam board assessment objectives and in line with external moderation requirements
- Actively promote media studies to prospective parents at open mornings/evenings and GCSE/ Sixth Form events

Teaching responsibilities

- Teach an agreed curricular and co-curricular programme
- Plan, prepare and deliver lessons that follow the department's scheme of work, ensuring lessons are suitably differentiated and appropriate to all members of the class
- Mark pupil work on a regular basis in accordance with faculty and school marking policies
- Accurately record-keep for classes including registering, assessments, rewards and referrals
- Feedback to pupils and parents through writing reports and attending parents' evenings

- Attend regular general staff meetings including morning briefings and departmental meetings and to participate in extra-curricular activities
- Cover lessons both within and outside the faculty and be available for exam invigilation as directed by the cover supervisor
- Check school e-mail account on a regular basis and reply to colleagues and parents within 24 hours
- Carry out any other duties as required

Pastoral responsibilities

- Act as a tutor as required
- Work within the pastoral team of Year Heads and tutors to share all necessary knowledge about students
- Report any issues of concern, including child protection issues, to the DSL and Heads of Year

Co-curricular responsibilities (approx 50 hours per year)

- Teach an agreed co-curricular department or non-department club, society, sport or activity

Classroom environment

- Establish a teaching environment that is positive and supportive of learning
- Consider the needs of pupils at all times interacting in a supportive and positive way
- Establish a culture for learning with pupils of all abilities
- Establish effective teaching practices so that pupil behaviour is consistently within the expectations of this school being purposeful, safe, respectful, open, valuable, and appropriate

Responsibility to parents

- Be available for appointments with parents
- Monitor pupil progress in prep books, report cards as necessary
- Demonstrate a thorough knowledge of each learner and their individual needs
- Written reports to be accurate, unbiased, individualised, pertinent, goals-based and follow school procedure





THE PERSON

Person specification

The successful candidate is likely to display the following characteristics:

- Possess a good honours degree in a relevant discipline
- Possess a post graduate teaching qualification; PGCE, diploma of teaching or equivalent
- Demonstrate strong subject skills and a proven track record of results in examinations (for experienced teachers)
- Excellent communication skills, oral, written and use of ICT
- Prepared to work hard with energy and enthusiasm
- An understanding of the skills required when teaching pupils with a range of abilities, encouraging all to develop to their maximum potential
- An understanding of the nature of independent learning
- An ability to set high expectations amongst all pupils
- Enthusiastically commit to all aspects of the department programme including trips, visits and weekly study clinics
- Possess ability, skills and experience to contribute to both the department's and the school's co-curricular programme
- A cheerful, enthusiastic and well-presented person, capable of inspiring confidence in pupils and parents
- Capable of working independently and as part of a team
- Calmness and efficiency and the ability to work under pressure at certain times
- Eager to learn and able to attend all INSETs
- An awareness of health and safety issues and compliance with health and safety policy
- Aware of the nature of the school and prepared to commit to its all-round ethos, co-curricular activities and pastoral approach



WORKING AT CLAREMONT

Claremont Fan Court School is set in a beautiful location and is a warm and welcoming community. Professional standards are high, and we encourage ongoing training and personal development.

The school is located just outside Esher in Surrey and is easily accessible from the A3, M3 and M25 with ample free staff parking. The nearest train station is Claygate which is a 25-minute walk, with local bus services also available.

Esher and its neighbouring towns offer easy access to both central London and the stunning Surrey countryside, offering a feeling of space whilst being only a stone's throw from London and all the facilities a capital city has to offer.

The local area has a mix of leisure activities available. Both the historic palace at Hampton Court and the beautiful gardens at RHS Wisley are nearby, as well as Sandown Racecourse. There are many arts venues (theatres, cinemas, live music) and sports clubs in the surrounding area and for cyclists there is access to some of the finest roads.

Property prices tend to be high locally but there are affordable options a little further out, and many staff choose to live slightly further afield.

Claremont has its own teaching payscale and this role will pay a competitive salary, depending on experience.

Benefits include generous contributory pension scheme (currently through TPS), a generous discount on school fees, cycle to work scheme as well as complimentary lunches and refreshments during term-time.



HOW TO APPLY

Please ensure you read the job information pack carefully, as well as the school's Recruitment, Disclosures and Selection Policy, Safeguarding Policy and Applicant Privacy Policy on our website.

Applicants are asked to complete the downloadable application form available on our website. The application form is available in a Microsoft Word read/write format or the *pdf may be printed and completed by hand. You should provide a covering letter in support of your application addressed to the headmaster, Mr William Brierly.

Please note: applications should be submitted by email and sent to jobs@claremont.surrey.sch.uk

Documents must either be in Microsoft Word or *pdf format as we are not able to accept any other type of file.

All applications will be acknowledged by email within one working day of receipt. Please contact Human Resources on 01372 473720 should you have any questions or if you have not received an acknowledgement.

Please note that we reserve the right to conduct interviews prior to the closing date. References may be taken up at any stage during the recruitment process.

Claremont Fan Court School and its staff are committed to safeguarding the welfare of children. Successful applicants will be required to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence for any person barred from working with children to apply for this post.

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