



Wright Robinson College

Headteacher: Martin Haworth

Head of RE and Personal Development: Job Description

JOB TITLE

Head of RE and Personal Development

SCALE/SALARY

MPS/UPS + TLR 2C

RESPONSIBLE TO:

Headteacher, Deputy Headteacher Curriculum, Assistant Headteacher, Head of Humanities.

JOB PURPOSE

To be responsible for the leadership of teaching and learning of RE, PSHE & Citizenship at Key Stages 3 and 4 within the Humanities Faculty. This will involve the monitoring of students' progress and performance in order to ensure that the intended curriculum is delivered effectively.

Duties and Responsibilities

1. To produce and implement a clear intent and vision for the delivery of high quality inclusive education in RE, PSHE & Citizenship that ensures that all students, of all abilities, achieve our intended endpoints.
2. To design a curriculum that highlights the key knowledge that all students must know in each subject and be responsible for intervention to support any students with identified gaps or misunderstandings.
3. To lead and manage the teaching of RE, PSHE & Citizenship at the college across both Key Stages and in line with the National Curriculum or examination board requirements.
4. Teach a range of classes and model good practice in learning and teaching.
5. Ensure that department members are kept informed about expectations, current developments in education/pedagogy and school initiatives.
6. To oversee and monitor the quality of learning and teaching in RE, PSHE & Citizenship. This will include book sampling, ensuring that work is regularly and thoughtfully marked and assessed and provides guidance on how to improve performance. This will also include observing teaching and learning within the classroom.
7. Working with the Head of Faculty, co-ordinate the efficient deployment of staff to ensure high quality teaching and learning in RE, PSHE & Citizenship.
8. To be responsible for overall discipline within the department to create a positive and efficient working environment according to the Behaviour for Learning Policy.

9. To lead department meetings and attend faculty meetings as calendared to discuss policy, initiatives and progress of students. To contribute to effective communication across the Humanities faculty.
10. To take responsibility for the college RSE policy ensuring that it meets statutory guidance and is in accordance with best practice. To be responsible for its regular review and implement changes as necessary.
11. To work closely with relevant subject leads such as science, PE and computing to ensure that RE, RSE and Health Education programmes complement rather than duplicate the National Curriculum.
12. To work with appropriate external agencies to enhance the delivery of RSE subjects and bring in expert knowledge to enhance the delivery of lessons where appropriate.
13. To ensure that schemes of work, units of work, assessments and lesson plans are fit for purpose and are reviewed regularly.
14. To ensure that reporting to parents takes place in line with college procedures.
15. To be responsible for ensuring that all pupils are entered for the appropriate examinations at Key Stage 4.
16. To take responsibility for the department budget.
17. To contribute to the overall ethos, work and aims of the college.
18. To establish constructive relationships and communicate with other agencies and professionals.
19. To participate in training and other learning activities and performance development as required.
20. To recognise own strengths and areas of expertise and use these to advise and support others.
21. To maintain departmental membership of subject associations such as the PSHE Association to ensure that teaching reflects current guidance.
22. To work closely with the Head of Faculty, Deputy Headteacher and Assistant Headteacher to ensure a holistic approach to PSHE and RSE across the school, incorporating extra-curricular activities or drop down days as required

The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.