

JOB DESCRIPTION

JOB TITLE: Head of RE

SALARY Teacher Pay Scale **TLR:** 2b

REPORTING TO: Senior Assistant Headteacher

DISCLOSURE:

To be read in conjunction with the professional duties set out in the current School Teachers' Pay and Conditions Document.

JOB PURPOSE

To provide professional leadership and management of RE in order to secure:

- the delivery of high quality courses at all levels;
- high achievement outcomes for all students;
- effective cross-curricular and curriculum enrichment in line with the school's ethos;
- effective use of teaching and learning resources.

Key Responsibilities

1. Strategic Leadership

Key Tasks

- 1.1 to establish the vision, aims, priorities, targets and action plans for RE to identify and plan high quality courses
- 1.2 to recruit high quality staff, having proper regard to employment law and equal opportunity legislation
- 1.3 to model whole school teaching, learning and assessment policies in own practice
- 1.4 to lead on the delivery and provision of RE across all key stages
- 1.5 to lead whole school ECT/ITTE programmes.

2. Planning and setting high expectations:

Key Tasks

- 2.1 to establish a shared understanding of the characteristics of high quality teaching, learning and assessment and the main strategies for improving and sustaining high standards of teaching, learning and achievement for all students,
- 2.2 to set expectation and standards for staff and students in relation to standards' of student achievement and the quality of teaching, learning and assessment,
- 2.3 to establish with the involvement of relevant staff, short, medium and long term plans for the development and resourcing of the curriculum area which:
 - (a) identify realistic and challenging targets for improvement
 - (b) are understood by all those involved in putting the plans into practice
 - (c) are clear about action to be taken, timescales and criteria for success
- 2.4 to set realistic but challenging student targets

3. Curriculum:

Key Tasks

- 3.1 to ensure that teaching and learning satisfies course requirements and is tailored to meet the personal learning needs of all students, including disadvantaged and those with special educational needs,
- 3.2 to ensure that teachers and support staff are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject and communicate such information to students,
- 3.3 to ensure that courses are coherent and lead to progression,
- 3.4 to ensure that programmes for learning contribute to relevant cross-curricular themes, including as appropriate to, Character Development, Literacy, Numeracy, Communication and ICT,
- 3.5 to ensure that the whole school literacy provision supports students, teachers and parents/carers in increasing their levels of literacy,
- 3.6 to ensure that programmes for learning provide a wide range of enrichment activities,
- 3.7 to provide taster sessions for students considering opting for RE at KS4 and KS5
- 3.8 to provide opportunities for students to explore relevant career pathways in RE,

4. Teaching, Learning and Assessment:

Key Tasks

- 4.1 to ensure that guidance is provided on the choice of appropriate teaching, learning and assessment methods to meet the needs of all students,
- 4.2 to ensure that all students experience an imaginative and vibrant learning environment that enables them to make rapid and sustained progress,
- 4.3 to lead the monitoring and evaluation of the quality of teaching, learning and assessment within RE, e.g. through learning walks and book trawls
- 4.4 to ensure that the deployment and effectiveness of support staff and non-specialist teaching staff is monitored within lessons and where withdrawal groups are deemed relevant,
- 4.5 to ensure that all students are set relevant and appropriate homework in accordance with school policy,
- 4.6 to ensure that all students are provided with detailed feedback, both orally and through marking, so that they understand how to improve their work
- 4.7 to ensure the effective development of students' individual and collaborative study skills in preparation to sit external examinations
- 4.8 to establish and implement clear policies and practices for assessing student achievement and setting targets for further improvement,
- 4.9 to maintain an assessment folder of students work used to arrive at progress grades.

5. Monitoring, evaluating and reporting

Key Tasks

- 5.1 to regularly monitor and analyse student data to identify students or groups of students in need of additional support
- 5.2 to lead, monitor and evaluate intervention strategies to improve the performance of underachieving students or student groups
- 5.3 to ensure that all RoP and annual report deadlines are met and that content has been checked for consistency and quality,
- 5.4 to liaise with the Examinations Officer to ensure that students taking external examinations are entered for the correct examination by deadlines set,
- 5.5 to monitor the progress made in achieving subject development plans and targets, evaluate the effects on teaching and learning, and use this analysis to inform further improvement,
- 5.6 to ensure that student achievement and success is recognised and celebrated through the school's reward system.

6. Managing and developing staff and other adults

Key Tasks

- 6.1 to establish clear expectations and constructive working relationships among staff, appropriate evaluating practice and an acceptance of accountability
- 6.2 to lead and facilitate professional development within the team
- 6.3 to provide support and guidance to all teaching and support staff where needed,
- 6.4 to monitor the performance of team members

7. Managing resources

Key Tasks

- 7.1 to identify staff and resource needs and advise Senior Leadership of likely priorities of expenditure and allocate available resources efficiently to provide value for money,
- 7.2 to organise and co-ordinate the deployment of learning resources and monitor their effectiveness,
- 7.3 to maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range of resources from within the school and from outside

8. Managing own performance and development:

Key Tasks

- 8.1 to prioritise and manage own time effectively, particularly in relation to balancing the demands made by teaching and leadership
- 8.2 to take responsibility for own professional development.

9. Other duties:

Key Tasks

- 9.1 to undertake the role of Form tutor,
- 9.2 to undertake the role of a Duty Supervision Team member
- 9.3 to undertake any additional duties which may reasonably be required by the Headteacher from time to time (current Schools Teachers' Pay and Conditions Document).

Name Signed

Date