



JOB SPECIFICATION

Title:	Head of RE & PSHCE
Level:	MPS/UPS +TLR 2b (£5632)
Accountable to:	Faculty Head
Faculty Area:	Humanities
Contact Ratio:	39/50

Summary:

To provide professional leadership and management of RE & PSHCE in order to secure a consistent standard of excellence in teaching and learning, ensuring the effective use of resources leading to the raising of achievement for all students.

This role specification provides a general outline of the key elements of the role of Head of RE & PSHCE. It does not aim to present an exhaustive list of tasks. The post holder will be expected to perform according to the provisions set out in the latest STPCD.

Teaching & Learning

- Monitor & evaluate the quality of teaching and learning in line with the school's QA procedures
- Ensure subject schemes of work are effectively implemented
- Ensure continuity and progression for all students with the regular review of subject schemes of work in line with whole school policy
- Ensure accountability through rigorous self-review
- Analyse data to inform development planning and target setting
- Promote and ensure high standards of behaviour for learning
- Ensure accurate assessment, reporting and recording of students' achievements in the faculty
- Model best practice

Strategic Direction & Development

In the context of the school's aims and policies:

- Provide leadership that will develop and implement faculty policies, plans, targets and practices which reflect the college's commitment to the highest achievement for all
- Develop plans for the subject which identify clear targets, time-scales and success criteria for its development in line with the college development plan
- Monitor progress of the subject plans using this to inform future planning and development undertaking reviews as required
- Work with others to share good practice
- Work with the Head of Faculty to ensure the curriculum offered is inclusive to all students
- Develop a team of staff that contributes to planning and policy making

Leading & Managing Staff

- Provide the support and challenge necessary to secure high quality teaching by staff who teach RE & PSHCE
- Establish clear expectations and constructive working relationships amongst staff
- Help staff to achieve constructive working relationships with students and support staff on discipline matters in line with the college behaviour policy
- Collaborate within and beyond the college
- Assist in the induction of non-specialist staff to the subject
- Model the central importance of CPL on school improvement

Accountability

Within the subject you are accountable for:

- The development of the subject in which staff recognise that they are accountable for the school.
- The provision of coherent and accurate accounts for the subject's performance
- Ensuring parents and students are well informed about curriculum, attainment and progress
- Providing information and support to the headteacher, leadership team and governors to enable them to meet their responsibilities for securing effective teaching and learning and improving achievement
- The standards of teaching and learning
- The achievement of students
- Efficient administration of resources
- The delegation of responsibilities/tasks in the faculty

- Model the visions and values of the college

Resources

- Identify staff and resource needs for the subject and advise the Head of Faculty as appropriate of priorities for expenditure
- Ensure efficient and effective management of learning resources to meet curriculum objectives
- Develop the use of accommodation to create stimulating environments for teaching and learning
- Ensure a safe learning environment in which risks are properly assessed and minimised

Scope

- Manage all assets and resources in the subject area including management of risk
- In addition, to undertake any other duty that the headteacher may reasonably request.
- Work collaboratively at both strategic and operational levels with parents and carers
- and across multiple agencies for the well-being of all pupils.
- To support the organisation of assemblies, tutor activities and enrichment activities.

Qualities & Characteristics:

The job holder will want to develop the following competencies in addition to those outlined in the job description for a subject teacher and form tutor:

- Leadership
- Influence & impact
- Openness and enthusiasm
- Integrity and self-confidence
- Self-motivation
- Organisational awareness
- Concern for quality
- Teamwork & cooperation
- Adaptability & flexibility

Person Specification:

In addition to those indicated for the role of subject teacher / form tutor to include:

- Proven track record of at least good teaching in the curriculum area
- Accomplished manager of people
- Up-to-date knowledge of curriculum developments in specified area
- Excellent communicator, able to influence at all levels
- Strong organisational skills
- Good ICT skills