



# ST. EDWARD'S ROYAL FREE ECUMENICAL MIDDLE SCHOOL

**LEARNING TOGETHER IN CHRIST**

SERVICE EXCELLENCE RESPECT FAITH

## **JOB DESCRIPTION - HEAD OF RE and PSHE**

**Each member of staff at our school accepts responsibility for promoting and safeguarding the welfare of pupils in the school at all times.**

### **AREAS OF RESPONSIBILITY AND KEY TASKS**

#### **a) Strategic Direction and Development of RE and PSHE across the school (with the support of, and under the direction of, the Headteacher and SLT)**

- Develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning
- Have an enthusiasm for the subject which motivates and supports other staff and encourages a shared understanding of the contribution the curriculum can make to all aspects of pupils' lives
- Develop and update key documents for the department, such as curriculum maps, pathways and department development plans which are in line with the school development plan
- Liaise with partners linked to the teaching and learning of PSHE (e.g the Dioceses)
- Lead trips relating to RE and PSHE
- Work with the Headteacher to ensure that the school is prepared for SIAMs and Section 48 inspections
- Work with the Headteacher to ensure that collective worship is of a high quality and that the Christian vision and values are embedded across the school

#### **b) Teaching and Learning**

- Display flair and creativity in engaging, enthusing and challenging groups of pupils
- Use your own classes as an example of high quality teaching and learning where pupils are enthusiastic and respond positively to challenge and high expectations
- Ensure continuity and progression in your curriculum area by supporting colleagues in choosing the appropriate sequence of teaching and learning methods and setting clear learning objectives through an agreed scheme of work, developed in line with the school development plan

- Establish clear targets for achievement in your area of responsibility and evaluate progress through the use of appropriate assessments and records and regular yearly analysis of this data
- Evaluate and develop the teaching of other teachers through learning walks, and through work analysis

#### **b) Leading and Managing Staff**

- Enable all teachers to achieve expertise in planning for and teaching the subject through example, support and by leading or providing high quality professional development opportunities
- Be the line-manager for other RE staff and undertake monitoring, appraisal and management of their performance
- Demonstrate an excellent ability to advise and support other teachers, including trainees and ECTs when appropriate
- Help others to evaluate the impact of their teaching on raising pupils' achievement
- Ensure that the Headteacher, SLT and governors are well informed about policies, plans, priorities and targets for the curriculum area and that these are properly incorporated into the school development plan.

#### **c) Effective Deployment of Resources**

- Support the headteacher by maintaining efficient and effective management and organisation of learning resources, by developing or identifying new resources and providing excellent value for money.
- Be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject.

#### **d) General**

- Be a form tutor for a tutor group (Years 6, 7 or 8)
- Be a positive role model for staff and pupils that reflects the professional attributes of an effective middle leader
- Promote and maintain good communications with other staff, other school teams and external groups and agencies
- Undertake necessary CPD to gain knowledge, understanding and skills appropriate to your role
- Be an active and appropriate member of the Middle Leadership Team, attend and contribute to meetings
- Work with other middle leaders on related issues, in particular in supporting the school Christian ethos and vision and ensuring consistency of standards and high expectations
- Actively work to promote safeguarding and support the DSL with safeguarding procedures
- Undertake any other duties as directed by the Headteacher