



Midsomer Norton
Schools Partnership



Home School: Bucklers Mead Academy

Job Description – Head of Beliefs and Values

Grade: MPS/UPS + TLR2B
Responsible to: Deputy Headteacher

JOB PURPOSE

- To be responsible for the development and delivery of Religious Studies (Beliefs and Values) at both KS3 and KS4 and potentially GCSE Sociology if appropriate
- To effectively support the continual development of teaching and learning to further improve engagement and outcomes
- To lead and manage the department team of staff to secure consistently high quality teaching in all areas
- To robustly hold to account all members of the department team to ensure consistently strong outcomes
- To lead the implementation of all academy policies within the department and be a role model for all
- To be a lead practitioner in the implementation of the national Teachers' Standards
- To be responsible for the welfare and guidance of students

MAIN DUTIES AND RESPONSIBILITIES

Operational/Strategic Planning:

- To establish and lead a clear vision for the department that fully reflects the academy values
- To lead the formulation and implementation of an annual department development plan (DDP) that ensures salient department/academy weaknesses are decisively addressed and student outcomes continually improve
- To contribute to and fully implement all academy policies, protocols and practices
- To actively promote and model the academy values and inclusive ethos with a relentless focus on overcoming barriers to successful student outcomes
- Through rigorous and systematic process, ensure the most appropriate syllabi are being taught within the department to ensure maximum student engagement and progression
- To proactively seek to identify and lead strategies that aim to improve the department and academy outcomes
- To work proactively with colleagues and stakeholders to actively promote the department and the academy to the wider community

Teaching and Learning

- To lead the continuous development of pedagogy within the department to ensure sustained improvement
- To ensure all students receive frequent high quality verbal and written feedback to inform their next steps in learning
- To rigorously evaluate the quality of teaching and learning through frequent book scrutiny, the systematic collection of student voice, learning walks (drop-ins) and the analysis of predictive progress data and student feedback
- To lead effective rewards and consequences for students in line with academy behaviour for learning policy
- To undertake an appropriate programme of teaching in accordance with the duties of a main or upper scale teacher

Staffing

- Participate in recruitment and selection of subject staff
- Proactively promote effective CPD to enhance the performance of staff
- Plan, delegate and evaluate work carried out by the department team and individuals
- Create, maintain and role model effective professional relationships
- Lead the implementation of the appraisal process for the department team
- Positively contribute to the whole academy CPD programme

Resource Management

- Lead the effective deployment and management of resources to deliver best value for money
- Secure, allocate and monitor resources to support highly effective teaching and learning
- Maintain appropriate financial records and monitor expenditure in conjunction with the Finance Team
- To ensure processes and practices meet the requirements of the Health and Safety Policy

PHYSICAL EFFORT

The post holder will be expected to undertake bending, stretching and lifting in the course of their duties e.g. preparing the classroom, displaying pupils work, assist pupils during lesson times, engaging in activities led by the teacher. There may be an increased level of physical effort required for children with personal or specialist needs.

WORKING ENVIRONMENT

During occasional periods of supervision, there will be an expectation that the post holder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

GENERAL

1. The post holder will be expected to undertake any appropriate training provided by the Trust and/or School to assist them in carrying out any of the above duties.
2. The post holder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
3. The post holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
4. This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.
5. This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS Certificate is required for this post prior to commencement.

Post Holder:

Name: _____

Signature: _____

Date: _____

Line Manager:

Name: _____

Signature: _____

Date: _____