

**Progress Leader (Head of Department) for  
Religious Studies, PSHE, RSE and Citizenship Education  
Permanent From 1<sup>st</sup> September 2021  
with TLR 2.3 (£6,698)**

Up Holland High School is a happy and harmonious place to be where students are highly-motivated and have the opportunity to be inspired and succeed.

We seek an outstanding, enthusiastic and committed Progress Leader (Head of Department) for Religious Studies/PSHE/RSE and Citizenship with the ability to deliver effective teaching and learning at Key Stage 3 and Key Stage 4. You will need to be a leader and practitioner who consistently delivers high quality teaching with the ability to inspire, engage and motivate students have a track record of positive results and outcomes and will have the ability to inspire, unite and motivate students, staff, parents/carers and the wider community. You will also need have excellent communication skills, be a strong team player and be 'Dedicated to Excellence'.

As well as leading Religious Studies this is a whole school role that will involve working with a number of other leaders in school to develop both our PSHE, RSE and Citizenship programmes. This would therefore suit an existing Head of Department or an ambitious future leader to develop and enhance any career aspirations.

We were recognised by Ofsted in June 2018 as a Good Provider of Education across all areas of the Inspection Framework. We have the ambition, drive and capacity to be outstanding in the future. We are a school that has become in recent years incredibly popular with a significant number of first choice applications.

At Up Holland High School, you can expect full support and continuing professional development. We offer a professionally stimulating working environment where teachers have the opportunity to make a huge impact on the lives of our committed and co-operative students.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance, including checks with past employers.

Application forms and further details of the post are available to download from the school website: [uhhs.uk/Quick Links/Vacancies](http://uhhs.uk/QuickLinks/Vacancies) or can be obtained by emailing [personnel@upholland.lancs.sch.uk](mailto:personnel@upholland.lancs.sch.uk)

Completed application forms together with a letter of application no more than 2 sides of A4 in 12 pitch can be emailed to [personnel@upholland.lancs.sch.uk](mailto:personnel@upholland.lancs.sch.uk) marked for the attention of Mr P Scarborough, Headteacher.

Closing Date: 6<sup>th</sup> May 2021, 9.00 am

Interviews: As soon as possible after closing date

**UP HOLLAND HIGH SCHOOL**

Sandbrook Road, Orrell, Wigan, Lancs WN5 7AL

Tel: 01695 625191,

Website: [uhhs.uk](http://uhhs.uk)

Twitter: @UHHSchool

# UP HOLLAND HIGH SCHOOL

## Job Description for:

### Progress Leader (Head of Department) for Religious Studies, PSHE, RSE and Citizenship Education

**Responsible to:** The Associate Assistant Headteacher

(Personal Development Senior Lead)

**Responsible for:** The provision of a full learning experience and support for students at both key stages in Religious Studies, PSHE, RSE and Citizenship

Leading colleagues as appropriate

Religious Studies Outcomes at KS3 and KS4

**Working Time:** 19 out of 25 periods

**TLR:** 2.3 (£6698)

#### **Job Purpose:**

- To develop and enhance the teaching practice of others
- To ensure the provision of a suitable, broad, balanced and differentiated RS, PSHE, RSE and Citizenship curriculum that meets all statutory guidance
- To ensure the provision of educational enrichment activities to support PSHE, SRE and Citizenship across both key stages and in particular the delivery of 'Drop Down Days'
- To act as a progress leader and be responsible for leading the strategic development of RS/PSHE/RSE/Citizenship across the school
- To monitor the progress of Year 7-11 Students across RS, PSHE, RSE and Citizenship
- To teach RS/PSHE/RSE/Citizenship as appropriate

#### **Principal Responsibilities**

##### **Teaching & Learning:**

To monitor, evaluate and develop:

- overall standards of teaching, learning and progress within RS, PSHE, RSE and Citizenship
- standards of achievement and attainment within RS/PSHE/RSE curriculum areas
- provision of educational enrichment activities (including trips and visits, and extra-curricular activities)

##### **Operational / Strategic planning & Quality Assurance:**

- To establish short, medium- and long-term plans for the development and resourcing of RS, PSHE RSE and Citizenship
- The day to day management, control and operation of course provision within the RS, PSHE, RSE and Citizenship
- To assist in monitoring and following-up student progress as appropriate

- To assist in the implementation of school policies and procedures, including Health and Safety and ensuring risk assessments are in-line with national requirements
- To ensure effective operation of quality assurance systems and to monitor and evaluate RS, PSHE, RSE and Citizenship in line with school procedures
- Contribute to the Faculty SEF (FEF) and whole school SEF
- Contribute to the Faculty Improvement Plan (FIP) and School Improvement Plan (SIP)

#### Curriculum Provision and Development:

- To liaise with the Progress Leaders and Heads of Year/Pastoral Managers to ensure the delivery and development of curriculum PSHE, RSE, Citizenship and enrichment PSHE, RSE and Citizenship – ‘Drop Down Days’ across all Key Stages
- To actively monitor, keep up to date with, and respond to curriculum developments and teaching methodology at national, regional and local levels

#### Staff Development, Recruitment & Wellbeing:

- To support, guide, motivate and inspire team members and support staff
- To promote teamwork and effective communications
- To work with the Progress Leader and Year Teams to ensure staff development needs are identified and supported
- To undertake Performance Management reviews and to act as a reviewer

#### Communications:

- To help ensure all members of the school are familiar with the aims and objectives of PSHE, RSE and Citizenship
- To ensure effective communication/consultation as appropriate with students and parents (student and parent ‘voice’)
- To liaise with partner schools, Higher Education, Industry, Awarding Bodies and other relevant external bodies
- To represent the views and interests of RS, PSHE, RSE and Citizenship

#### Care Guidance and Support:

- To monitor and support the overall progress and development of students with regard to RS, PSHE, RSE and Citizenship
- To ensure the Behaviour for Learning system is implemented in the subject/key stage so that effective learning can take place

#### General Duties:

- To play a full part in the life of the school community, to support its distinctive aim and ethos of being ‘Dedicated to Excellence’ and to encourage staff and students to follow this example.
- To act as a Personal Development Tutor and to carry out the duties associated with that role as outlined in the generic job description
- You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers’ Pay and Conditions Document currently in operation.

#### Additional Notes:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

# UP HOLLAND HIGH SCHOOL

## Progress Teacher of Religious Studies, PSHE, SRE & Citizenship - Permanent, Full Time

### Person specification

Personal Attributes Required	Essential/Desirable	To be identified by:
<b><u>Qualifications</u></b>		
Degree relevant to post	Essential	Application Form
Qualified Teacher Status	Essential	Application Form
<b><u>Knowledge, Skills and Personal Qualities</u></b>		
Successful experience of teaching Religious Studies, PSHE, SRE & Citizenship	Essential	Letter/interview
A knowledge of the KS3 & 4 National Curriculum for RS, PSHE, SRE & Citizenship	Essential	Letter/interview
Expertise in assessing RS, PSHE, SRE & Citizenship at both Key Stage 3 & 4	Essential	Letter/interview
Experience of working with able and ambitious students	Essential	Letter/interview
A working knowledge of assessment and target setting	Desirable	Letter/interview
Experience of working with pupils of special educational needs	Essential	Letter/interview

Strong interpersonal, written and oral skills	Essential	Letter/interview
Ability to work as part of a team	Essential	Letter/interview/reference
Good Health and Attendance Record	Essential	Letter/interview/reference
Self-motivated	Essential	Letter/interview/reference
Ability to motivate and inspire students	Essential	Letter/interview/reference
Professional and Dedicated to promoting Excellence	Essential	Letter/interview/reference