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**Subject Leader of Religious Studies**

**Job Description**

***September 2022***

1. ***INTRODUCTION***

* Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the School Teachers’ Pay and Conditions Document.
* Raise standards of student attainment and achievement within Religious Studies and monitor and support student progress.
* Be accountable for student progress and development within Religious Studies.
* Develop and enhance the teaching practice of any other teachers in the subject.
* Ensure the provision of an appropriately broad, balanced and differentiated curriculum for all students studying in Religious Studies, regardless of ability and background.
* Be accountable for the Leadership, Management and Development of Religious Studies.
* Effectively manage and deploy teaching and support staff and financial and physical resources within the department.

Reporting to: **Head of Humanities**

Liaising with: Headteacher, Head of Humanities, other Curriculum Leaders, Pastoral Leaders

SENCo, Student Support Manager, local Primary Schools, external agencies, parents.

1. ***TEACHING RESPONSIBILITIES***

* To undertake an appropriate programme of teaching in accordance with the duties of a classroom teacher.
* To participate in the delivery of other Humanities subjects in years 7 – 9 as required.

1. ***STRATEGIC PLANNING***

* To lead the development of Religious Studies, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
* To be responsible for the day-to-day management, control and operation of course provision, including effective deployment of staff and physical resources.
* To actively monitor student progress and introduce intervention where necessary.
* To keep up to date with, and implement School policies and procedures.
* To work with colleagues in the Humanities Department to formulate aims, objectives and strategic plans which have coherence and relevance to the needs of the individual students and to the aims and objectives of SVCS.
* To lead and manage planning within the department, and to ensure that all planning reflects the individual needs of the students.
* To ensure that the work in the department reflects the distinctive ethos of SVCS.
* To develop Religious Studies Resources for the staff shared area and develop Teams and other resources to enhance and enrich learning outside the classroom.

1. ***CURRICULUM PROVISION***

* To liaise with the Head of Humanities to ensure the delivery of an appropriate, comprehensive, high-quality and cost-effective Religious Studies programme which complements the School Development Plan, School Evaluation and the ethos of SCVS.
* To be accountable for the development and delivery of Religious Studies including relevant aspects of the PSHE curriculum and the SMSC agenda.

1. ***CURRICULUM DEVELOPMENT***

* To lead curriculum development for the department.
* To keep up to date with national developments in Religious Studies and teaching practice and methodology.
* To actively monitor and respond to curriculum developments and initiatives at national, regional and local levels.
* To liaise with the Head of Humanities and Examinations Officer to maintain accreditation with the relevant examination and validating bodies.

1. ***STAFFING***

* To continue own personal development in accordance with the School’s Performance Management cycle.
* To undertake Performance Management reviews for any staff as required.
* To make appropriate arrangements for classes within Religious Studies when staff are absent and no work has been set.
* To promote teamwork within the Humanities Department.
* To participate in the School’s ITT programme if required.
* To be responsible for the day-to-day management of staff where necessary and act as a positive role model.

1. ***QUALITY ASSURANCE***

* To ensure the effective operation of quality assurance systems.
* With the Head of Humanities, to establish the process of target-setting in Religious Studies and to work towards the achievement of all targets.
* To establish common standards of practice within Religious Studies and develop the effectiveness of teaching and learning styles across all teachers involved in the delivery.
* To contribute to SVCS procedures for lesson observations.
* To monitor and evaluate the performance of Religious Studies in line with agreed SVCS procedures.
* To seek and implement improvement where required.

1. ***MANAGEMENT INFORMATION***

* To ensure the maintenance of accurate and up-to-date information concerning the department.
* To make use of analysis and evaluation of student data.
* To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing the progress of actions taken.
* Produce reports for the department on assessment data, including examination data.
* Manage the department’s data collection system.
* Write reports for the Governors where required.
* Check the quality of all written reports to parents which go out under Religious Studies, including checking for spelling, grammar and content.

1. ***COMMUNICATION***

* To ensure effective communication and consultation with parents and carers of students.
* To liaise with other schools, higher education, industry, local community groups etc. as appropriate.
* To contribute to the planning and delivery of SVCS liaison activities

1. ***RESOURCES***

* To manage the available resources of space, staff, money and equipment efficiently; including managing the Religious Studies budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records.
* Work with the Headteacher to ensure all lessons are efficiently and accurately timetabled and roomed.

1. ***PASTORAL RESPONSIBILIIES***

* To act as a Form Tutor and carry out all of the responsibilities linked with that role.
* To monitor and support the overall progress and development of students within the department.
* To monitor student attendance in lessons and ensure that follow-up procedures are put in place where necessary.
* To contribute to the delivery of PSHE.
* To ensure that the SVCS Behaviour Management Policy and procedures are implemented across the Religious Studies department at all times.

1. ***SCHOOL ETHOS***

* To play a full part in the life of Stour Valley Community School; to support its ethos and to encourage all students and staff to follow this example.
* Actively promote the School’s policies at all times.
* Comply with the School’s Health and Safety Policy at all times.

***To model the behaviours of a leading professional at all times,***

***especially under challenging circumstances.***

The job description may be changed to reflect or anticipate changes in the requirements of the position which are commensurate with the job title and grade. This will always be done in consultation with the post holder.

*Subject Leader of Religious Studies - Job Description – September 2022*



**Subject Leader of Religious Studies**

**Person Specification**

**Personal Qualities:**

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| --- | --- |
| Love of working with young people | Essential |
| Commitment to the learning and development of young people | Essential |
| Commitment to the development of new staff in your department | Essential |
| Resilience and assertiveness | Essential |
| Leadership and management skills | Essential |
| Energy, drive and imagination | Essential |
| Excellent communication skills | Essential |
| Willingness to be involved in the wider life of the community | Essential |

**Professional Qualities:**

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| --- | --- |
| Graduate with QTS | Essential |
| Knowledge of Music for teaching and management purposes | Essential |
| A sound knowledge and understanding of Music educational issues | Essential |
| A clear understanding of assessment | Essential |

**Experience:**

|  |  |
| --- | --- |
| Evaluation, target-setting and mentoring of students | Essential |
| Evaluating and developing within a department | Essential |
| Teaching across the age and ability range | Essential |
| Preparation of students for examination work | Essential |