# 01 CheamLogo adjusted wing

# CHEAM HIGH SCHOOL

# JOB DESCRIPTION

# SUBJECT LEADER: RELIGIOUS STUDIES TLR 2.3

This job description is based upon the National Standards for Subject Leaders document. For further clarification of any point please refer to the National Standards for Subject Leaders document.

# A. GENERAL (see generic document)

# B SPECIFIC

# To be responsible for all aspects of the work of the Religious Studies Department.

Immediate Line Manager: Designated Leadership Team Member – RS/LIFE

**1) Responsible for the strategic direction and development**

**of the subject through:**

* 1. Development and implementation of departmental policies and practices in line with whole school expectations and statutory guidance
  2. Staying well informed about relevant current affairs related to Religious Studies to maintain an engaging, up to date curriculum for students

1.2 Use of a range of data, including up-to-date statutory guidance, to inform policies, practices, expectations, targets and teaching methods.

1.3 Formulation of a department action plan and identification of clear targets for improvement.

* 1. Monitoring and evaluation of progress in achieving the departments’ plans and targets.
  2. Communicating the department curriculum to the wider school community, including use of the website, information evenings etc.

1. **To be responsible for the securing and sustaining of effective teaching of the**

**subjects; evaluation of the quality of teaching and the standards of students’ achievement; and the setting of targets for the future through:**

2.1 Ensuring curriculum coverage, continuity and progression in the subjects for all students.

2.2 Ensuring clear guidance for teaching the subjects and enhancing key skills through the schemes of work including ICT.

2.3 Ensuring that there is a clear departmental assessment policy in line with school guidance and examination requirements providing internal examination papers and external examinations entries as required for examination subjects.

2.4 Evaluating the teaching of the subjects in the school and taking action to improve further the quality of teaching and learning

2.5 Developing links with other members of the local community in order to extend the subject curriculum, enhance teaching and develop students’ broader understanding of the subject.

2.6 Ensuring implementation of school policies on issues such as equal opportunities, teaching and learning, behaviour management and the use of the SMHW and LRC to promote independent learning.

**3) To be responsible for leading and managing staff involved in the**

**teaching of the subject by:**

3.1 Promoting effective departmental discipline strategies.

3.2 Chairing Department/Teaching Team meetings and representing the Department on various curriculum groups and school events as required.

3.3 Appraising staff as required by the school policy and using the process to develop the personal and professional effectiveness of the appraisee(s).

3.4 Identifying departmental/ teaching team training needs and supporting and co-ordinating delivery of appropriate high quality professional development.

3.5 Inducting new staff with particular emphasis on the needs of trainee and newly qualified teachers.

3.6 Working with the SENCO to ensure appropriate subject specific targets are set and work is matched well to students’ needs.

3.7 Ensuring that senior managers, the Headteacher and Governors are kept well informed of all relevant matters.

**4) To be responsible for efficient and effective deployment of staff and resources through:**

4.1 Establishing staff and resource needs.

4.2 Allocation of available subject resources.

4.3 Deploying staff involved in the subject to ensure the best use of subject, technical and other expertise.

4.4 Ensuring the effective and efficient management and organisation of learning resources, including resources designed to respond to significant events with relevance to Religious Studies

4.5 Managing accommodation to create an effective and stimulating environment for the teaching and learning of the subject.

1. **Quality Assurance procedures related to the subject:**

5.1 To take part in quality assurance procedures as directed by your line manager e.g. observations, book scrutiny, markbook scrutiny, student feedback

* 1. To plan and implement such quality assurance procedures in your subject area to ensure the development and maintenance of high standards
  2. To train managers and leaders in your department to enable them to take part in such quality assurance procedures

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