

Job Description

Post: Head of Religious Studies
Responsible to: Head of Faculty- Humanities

Purpose of this post:

1. Provide strong effective leadership, direction and vision for Religious Studies
2. Manage the day to day operation of all aspects of Religious Studies

Staff Management

- To be responsible for the management, organisation and co-ordination of all teaching within Religious Studies, ensuring that high standards are maintained in all areas.
- To ensure that the Subject Area is up-to-date with current developments in the teaching of all Religious Studies courses.
- To be responsible for the induction of new teachers and students in Religious Studies.
- To ensure that suitable work is provided for staff covering Religious Studies lessons in the absence of teachers in the Subject Area.
- To be Team Leader for teaching in the Subject as part of the Performance Management policy of the school.
- To organise regular meetings for all staff in the Subject Area and to provide the Deputy Head and the Headteacher with a copy of the minutes.
- To ensure that Religious Studies meets all required deadlines, in particular with regard to reports to parents, Religious reports and pupil progress reports.
- To delegate duties within Religious Studies as appropriate.
- To advise the Head of Humanities on staffing matters in Religious Studies.

Curriculum and Organisation

- To ensure that Religious Studies is meeting all statutory requirements with regard to the teaching of all its courses.
- To develop Religious Studies policies and procedures on assessment and record keeping which complement whole school policy.
- To develop in consultation with others in Religious Studies, appropriate Schemes of Work and to keep these under regular review.
- To ensure that all teachers in Religious Studies set homework according to the school policy.
- To liaise closely with the Deputy Head, and with others to promote and develop, wherever possible, opportunities for Religious Studies cross-curricular links and co-operation.
- To produce a termly progress report for the Deputy Head as and when required.
- To keep an up-to-date handbook for Religious Studies.
- To produce a development plan for Religious Studies as part of the whole school development plan to monitor and evaluate this annually.

Management of Pupils

- To develop Religious Studies policies and procedures which complement the whole school Pastoral Policy.
- To ensure that Religious Studies keeps accurate and up-to-date records on attendance, classwork, homework and to monitor and evaluate the progress of all pupils.
- To identify pupils with particular learning requirements in Religious Studies and to ensure that the Subject Area liaises with the SENCo and form tutors as appropriate.
- To ensure that pupils are properly prepared for all relevant examinations both internal and external

- To liaise with the Deputy Head and the Examinations Officer regarding the arrangements for all such examinations.

Resources and Environment

- To order, monitor and control all teaching materials relative to the teaching of all courses in Religious Studies.
- To liaise closely with the Business Manager and to keep accurate records of expenditure to ensure that Religious Studies keeps within budget.
- To ensure that Religious Studies liaises with the Librarian regarding the selection, purchasing and updating of all library stock related to Religious Studies courses.
- To ensure that all equipment or machinery used by Religious Studies is properly maintained.
- To be responsible, as far as practicable, for the maintenance of a pleasant and educationally stimulating environment in those areas of the school regularly used by Religious Studies.
- To ensure that Religious Studies adheres to the school's Health & Safety Policy.

General

- If required to be a form tutor of an assigned form to comply with school policy with regard to the role of the form tutor.
- To attend all staff meetings according to the published timetable of meetings.

Heads of Subject Areas at Southborough are expected to be committed to the maintenance of high standards in all areas, to adhere to all school policies, and, wherever possible, to make an active and positive contribution to the school's ethos.

This job description is not necessarily a comprehensive definition of the post. It will be subject to review and may be modified or amended after consultation with the post holder.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment".