



Post Title: **Head of RE (TLR 1d)**

Purpose: To lead the learning of Religious Education at the school, so that students become more knowledgeable within the subject and increasingly morally informed. To enable the discovery Christ in our community through prayer and service of others. To lead wider, whole school initiatives that promote Catholic Social Teaching, for example CAFOD Club.

- a) - To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress
- c) - To be accountable for student progress and development within RE
- b) - To develop and enhance the teaching practices of others
- b) - To ensure the provision of an appropriately broad, balanced relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school
- c) - To be accountable for leading, managing and developing RE
- d) - To effectively manage and deploy teaching/support staff, financial and physical resources within RE

Reporting to: **Deputy Head (Director of IV Form and Career Pathways)**

Responsible for: Second-in-Department, teaching staff and other relevant personnel within the department.

Liaising with: Head/Deputy and Assistant Heads, Chaplain, other Heads of Department, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA staff, parents

Working time: 195 days per year. Full time

Salary/Grade: **TLR1d**

Disclosure level: Enhanced

MAIN (CORE) DUTIES

Operational/ Strategic Planning

- b)** - To lead the development of appropriate syllabuses/specifications, resources, schemes of work, homework, marking policies, assessment and teaching strategies in the department
- b)d)** - The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources
- a)** To actively monitor and follow up student progress and develop Intervention strategies e.g. for key groups like SEND, PP
- c)** - To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation strategy etc
- c)** - To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school
- c)** - To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of the students within the subject area, SIDP and the aims and objectives of the school
- d)** To link with the Dep. Head to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission
- b)a)** - To ensure that Remote/Online Learning meets pupil need.
- c)** - To ensure that Health and Safety policies and practices, including Risk Assessments, through the Department are inline with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Manager
- To lead on the planning of the Catholic Life of the school, including Co-Leading on the Catholic Self Evaluation Document, liturgies and other acts of collective worship, staff training on Catholic life.
- To advise the Governors and Leadership Team on Catholic life of the school
- To report to the Governing Body on matters relating to Catholic life of the school

Curriculum Provision:

- c)** - To liaise with the Dep. Head to ensure the delivery of an appropriate comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement and Development Plan and meets the exacting requirements of the Bishop's Conference.
- a)b)c)d)-** To be accountable for the development and delivery of RE at all key stages and for the delivery of Culture and Faith in 6th form.

Curriculum

- Development:**
- c) - To lead curriculum development for the whole department
 - c) - To keep up to date with national developments in the subject area and teaching practice and methodology
 - c) - To actively monitor and respond to curriculum development and initiatives at national, regional and local levels
 - c) - To liaise with the Examinations Officer to maintain accreditation with the relevant examination and validating bodies
 - c) - To ensure that the development of RE is in line with national developments

Staffing

Staff Development:

Recruitment

- Deployment**
- b) - To work with the Dep Head (CPD) to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
 - d) - To be responsible for the efficient and effective deployment support staff, where relevant
 - c) - To undertake Performance Development Review(s) and to act as a reviewer for a group of staff within the designated department e.g. 2nd in Dept and teachers.
 - d) - To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Co-ordinator/relevant staff to secure appropriate cover within the department
 - d) - To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures
 - d) - To promote teamwork and to motivate staff to ensure effective working relations
 - b) - To participate in the school's ITT programme
 - d) - To be responsible for the day-to-day management of staff within the designated department and act as a positive role model

Quality Assurance:

- c) - To ensure the effective operation of quality control systems e.g. Learning Walks; Work Scrutiny; Lesson Observations; Student panels; Dept. meetings / CPD focus.
- c)d) - To establish the process of the setting of targets within the department and to work towards their achievement
- a)b)d) - To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department
- b)c) - To contribute to the School procedures for lesson observation
- b)c) - To implement school quality procedures and to ensure adherence to those within the department

- a)b) - To monitor and evaluate the curriculum area/department in line with agreed School procedures including evaluation against quality standards and performance criteria
- c)d) - To seek/implement modification and improvement where required
- a)b) - To ensure that the department's quality procedures meet the requirements of Self Evaluation and the SIDP
- c)d) - To monitor Catholic Life of the school, including collective worship in assemblies and morning registration

Management Information:

- c)d) - To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system
- a)c) - To make use of analysis and evaluate performance data provided
- a)c)d) - To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken
- c) - To produce reports on examination performance, including the use of value-added data
- c) - In conjunction with the Dep. Head to manage the Departments collection of academic data
- c) - To provide the Governing Body with relevant information relating to the Departmental performance and development

Communications:

- b)d) - To ensure that all members of the department are familiar with its aims and objectives
- c)d) - To ensure effective communication/consultation as appropriate with the parents of the students
- c) - To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies
- d) - To represent the Departments views and interests

Marketing and Liaison:

- c) - To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases
- c) - To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events
- c) - To actively promote the development of effective subject links with external agencies

Management of Resources:

- c)d) - To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the departmental budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records
- a)c)d)- To work with the Dep. Head in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed



Pastoral System:

- a)c) - To monitor and support the overall progress and development of students within the department
- a)c) - To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- a)c) - To contribute to PSHEE, citizenship and enterprise according to school policy
- a)c)d) - To ensure the Behaviour Management system is implemented in the department so that effective learning can take place

Teaching:

To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. This will equate to 37 periods from a 50 period timetable

Additional Duties:

- a)c)d) - To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
To attend meetings and carrying out associated duties, including patrol, lunchtime duty and attending additional events when required

Other Specific Duties:

To continue personal development as agreed

To engage actively in the performance review process

To undertake any other duty as specified by STPCB not mentioned in the above

Whilst every effort has been made to explain the main duties and responsibilities of the post, 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

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job description is current at the date shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title

Date: February 2025

Person Specification

	<ul style="list-style-type: none"> • Baptised and Practising Catholic 	Essential
Experience	<ul style="list-style-type: none"> • Teaching experience in at least two of the three key stages 3, 4 and 5 	Essential
	<ul style="list-style-type: none"> • Leadership responsibility of/within a team 	Essential
Qualifications and Training	<ul style="list-style-type: none"> • Degree in Theology, Religious Studies Philosophy similar 	Essential
	<ul style="list-style-type: none"> • PGCE and QTS 	Essential
	<ul style="list-style-type: none"> • Evidence of continuing professional development 	Essential
	<ul style="list-style-type: none"> • Post graduate accredited training in education management 	Desirable
	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment 	Interview & DBS
Knowledge, Skills and Personal Qualities	The type of person we are looking for can demonstrate:	
	<ul style="list-style-type: none"> • Good organisational skills and high teaching standards 	Essential
	<ul style="list-style-type: none"> • A desire to improve themselves in terms of skills, knowledge and experience 	Essential
	<ul style="list-style-type: none"> • Patience, a sense of humour and an ability to accept and act on constructive feedback 	Essential
	<ul style="list-style-type: none"> • An ability to work on their own initiative and also to be a good team player 	Essential
	<ul style="list-style-type: none"> • Excellent pro-active communication skills 	Essential
	<ul style="list-style-type: none"> • An eye for detail, including an ability to analyse data and a willingness to improve all aspects of the service we offer 	Essential
	<ul style="list-style-type: none"> • A positive attitude to all aspects of the job including enthusiasm, a professional and common-sense approach and a dedication to the interests of the school 	Essential
	<ul style="list-style-type: none"> • A commitment to the Catholic ethos of the school 	Essential
	<ul style="list-style-type: none"> • An ability to lead and inspire 	Essential
<ul style="list-style-type: none"> • The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post. 	Essential Essential	
References	<ul style="list-style-type: none"> • Positive recommendation in professional references 	Essential