



RIDGEWOOD SCHOOL

TITLE:	Deputy Curriculum Leader for RE/PSHCE
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RESPONSIBLE TO:	Curriculum Leader
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SALARY RANGE:	TLR2b
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PURPOSE:	<ul style="list-style-type: none">• The post holder will help lead the RE/PSHCE Department, ensuring the teaching and learning in RE/PSHCE is of a consistently high quality, resulting in high levels of attainment and progress for students at all stages and levels of ability.• The post holder will provide the staff they manage and lead with clear direction and support, resulting in a high performing team, whilst also working collaboratively as a member of the RE/PSHCE leadership team.• The post holder will play a key part in raising standards in the RE/PSHCE department, through their own excellent teaching and by supporting the professional development of their colleagues.
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KEY ACCOUNTABILITIES:

General responsibilities

- To implement and support the aims of the school.
- To support the implementation of the school improvement plan.
- To work towards high standards in teaching and learning.
- To actively maintain order and discipline.
- To support the implementation of school policies.
- To maintain practices which ensure the highest standard of pastoral care.
- To attend meetings as and when required.
- To undertake duties of a form teacher.
- To liaise with parents where appropriate.
- To actively seek opportunities for personal development.
- To undertake such activities as can be reasonably expected by the headteacher.

Subject teacher responsibilities

- To support all agreed initiatives by the department and school.
- To encourage students to achieve the highest standards of work possible.
- To make sure that all students have an equal opportunity to succeed.
- To ensure that the learning environment is neat and well organised.

- To ensure that high quality resources are used within the classroom.
- To ensure that a variety of teaching methods and styles are used.
- To undertake accurate and relevant assessment of students.
- To work with the curriculum to produce up-to-date and relevant schemes of work.
- To support initiatives developed by the pastoral team.

Specific Responsibilities as Deputy Curriculum Leader

- To work closely with the Curriculum Leader.
- To assist the Curriculum Leader in meeting curriculum targets.
- To take prime responsibility for designated aspects of curriculum administration.
- To substitute for the Curriculum Leader when necessary.
- To assist in the monitoring and evaluation of pupil progress and standards of work in the department.
- To contribute to establishing strategies for maintaining effective pupil discipline within the department, dealing with referrals in accordance with school policy.
- To assist the Curriculum Leader in the production of department self-evaluation and the department development plan.
- To ensure that order and discipline are of a high standard within the department.
- To encourage the spiritual, moral, social and cultural development of young people in the department.
- To assist the Curriculum Leader in the effective leadership and management of the department including:
 - assisting the Curriculum Leader in monitoring and evaluating the standards of teaching and learning in the subject area;
 - assisting the Curriculum Leader in the creation, consistent implementation and improvement of schemes of work which encapsulate key school teaching and learning strategies;
 - assisting with the production of short, medium and long-term plans for the development and resourcing of the subject;
 - overseeing the development and quality assurance of courses;
 - co-ordinating (where appropriate) exam entries and liaise with the relevant awarding bodies;
 - liaising with pastoral teams;
 - reporting levels and/or results;
 - assisting, where required, with examinations;
 - supporting all teachers within the department;
 - assisting the Curriculum Leader to ensure that members of the department follow procedures for feedback, assessment and homework.

This job role sits alongside the requirement for staff to abide by all school policies and relevant national and local requirements including terms and conditions and national standards. This job profile is not exhaustive and the post holder may be required to undertake other duties as necessary and appropriate.

Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.