



The Fernwood School

High Achievement with Care & Discipline for All

Head of Religious Education

Job Description and Person Specification



Responsible To: Head of Faculty for Humanities

Professional Duties

As a teacher employed by The Fernwood Academy Trust you shall carry out the professional duties of a school teacher as circumstances may reasonably require as provided for under the current School Teachers' Pay and Conditions Document.

General Duties and Responsibilities for all qualified teachers

The post requires you to teach pupils in the age 11-16 age range within the professional duties of a Class Teacher under the School Teachers' Pay and Conditions Document, and in addition:

- Plan, teach and evaluate lessons to ensure a variety of tasks and learning experiences for pupils matched to their needs;
- Continuously assess pupils, provide feedback, set targets for pupils and ensure they know how best to improve;
- Use examples of pupils' work to exemplify standards and secure, high expectations;
- Organise lessons effectively to ensure high quality learning;
- Use positive discipline management techniques to resolve conflict and promote collaborative learning;
- Consistently apply whole school policies to ensure effective learning and inclusion;
- Contribute to the teaching of literacy and numeracy across the curriculum;
- Use appropriate ICT to ensure effective learning;
- Contribute to the academic, vocational and work-related curriculum as appropriate;
- Contribute to the development of all school policies;
- Participate in continuous professional development and appraisal;
- Act to promote a "pathway" approach, working with primary schools and post 16 providers as appropriate;
- Work with parents as partners to raise standards and achievement;
- Form professional and co-operative working relationship with colleagues;
- Set a good example to pupils through personal and professional conduct and presentation;
- Remain committed to ensuring that every pupil is given the opportunity to achieve their potential and meet the high expectations set for them;
- Be responsible to line manager;



- You may be asked to undertake any other duties which may be reasonably regarded as within the nature of the duties and responsibility/grade of the post defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

Specific duties and responsibilities

Role

Provide professional leadership and management of RE in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement for all students. Ensure that students experience all aspects of the subject, and that all learners have the opportunity to both excel in and enjoy what they do. Learners make strong progress against prior attainment, by ensuring teaching is robust, and is supported by the latest pedagogical methods. Quality improvement is rigorous and appropriate measures are taken to address any areas of underachievement.

Responsibilities

- Support the Head of Humanities in carrying out their vision for the faculty.
- Provide a rich and varied RE curriculum to excite and inspire students.
- Develop innovative approaches to the curriculum in order to ensure appropriate access and achievement for all students.
- Be an inspirational role model for staff and students.
- Work towards continuous progress and raising of achievement for students across RE
- Co-ordinate, and quality assure long and medium-term planning within RE.
- Co-ordinate and quality assure resources in RE Ks3 and Ks4.
- Assist in the process of exam entries and administration in RE.
- Have responsibility for the quality, standardisation and moderation of all aspects of assessment for the subject across all key stages.
- Co-ordinate and ensure accurate tracking of student progress, whilst monitoring the quality and accuracy of assessment.
- Lead departmental meetings in RE and support with faculty meetings when required.
- To develop the quality of teaching and learning across RE, contributing to in-house professional development.
- Attend leadership meetings where relevant
- Undertake QA procedures within the faculty, monitoring and evaluating classroom practice in, along with student progress and behaviour.
- Assist as required with appraisal



- Support with faculty behaviour management policy
- Assist the HoF in timetabling and rooming
- Assist in co-ordinating cover of absent staff
- Ensure that each student's literacy, EAL and special educational needs are understood and catered for in the subject area.
- Co-ordinate and lead on enrichment opportunities and external visits for students.



Person Specification for Head of Religious Studies

Training Experience and Qualifications	Essential	Desirable	Assessed
Qualified to degree level (and QTS)	E		A
Evidence of further professional development	E		A
Professional Qualities	Essential	Desirable	Assessed
Excellent interpersonal and organisational skills	E		R/I
Commitment to equal opportunities and equal values for all including women in RE	E		R/I
Ability to inspire people and build confidence and trust	E		R/I
Evidence of contributing to the wider life of a school through extra-curricular activities			R/I
Knowledge and Understanding	Essential	Desirable	Assessed
An excellent knowledge of the RE curriculum and its assessment	E		T
Ability to use ICT effectively for teaching and management	E		I
Ability to analyse and interpret data effectively and make informed judgements	E		I
Professional Skills and Abilities	Essential	Desirable	Assessed
Proven track record of raising achievement at KS4	E		R
An excellent classroom practitioner	E		R/L
Evidence of consistent good or better progress for students	E		R
Evidence of actively developing/improving practice through implementing suggestions/feedback received	E		R/I
Leadership and Collaboration	Essential	Desirable	Assessed
Proven track record of improving the practice of other teachers	E		R/A/I
Proven track record of leadership that delivers improved outcomes for students	E		R/I
Ability to lead, think strategically and work collaboratively	E		T/I
Evidence of ability to work as a team member	E		R/I
Management of People and Resources	Essential	Desirable	Assessed
Ability to make decisions and hold others to account	E		R/I

How criteria will be assessed:

A Application form

L Lesson observation

C Certificate

I Interview

T Test/Task

P Presentation

R References