

Job Description

Job Title : Head of Religious Studies TLR 2G

Line Managed by : Deputy Head and responsible to the Headteacher in all matters.

1. Job Purpose

To support, hold accountable, develop and lead a team focusing on the curricular area and to ensure high standards of teaching and learning and the well being of staff and pupils.

2. Dimensions

Pupils – to be accountable for the teaching and learning in R.S. for over 1000 pupils at both pre- and post-16.

Staff – to be accountable for the development and performance of a team of people (full time equivalent) R.S. or supporting it's learning.

Financial – to be accountable for the capitation funding and additional funding allocated to the curriculum area.

3. Principal accountabilities

The following enable the postholder to meet the key school purpose of *raising standards of achievement within a framework of positive behaviour*.

1. To agree, monitor and evaluate the subject pupil progress targets to make a measurable contribution to whole school targets including data management and catch-up and extension workshops.
2. To create a subject action plan which contributes highly positively to the aims and achievement of the school improvement plan and which actively involves all subject teachers in its design and execution.
3. To provide regular feedback for subject colleagues in a way which recognises good practice and supports their progress against performance management objectives resulting in a clear and tangible impact on pupil learning.
4. To assist the designated SLT manager in the annual review of the standards of leadership, teaching and learning in the subject area, consistent with the procedures in the school self-evaluation policy.
5. To ensure all subject staff understand, and are actively implementing, the key aspects of the school's behaviour and inclusion policies including the celebration of pupil success e.g. assemblies, displays, awards, rewards, publicity.
6. To oversee and evaluate the subject budget allocation to ensure the budget is spent in line with subject learning priorities and best value principles.
7. To take a lead in maintaining and developing an extensive programme of sport and leisure activities.
8. To engage all subject staff in the creation, consistent implementation and improvement of schemes of work which encapsulate key school learning strategies and best suit the development of the R.S. curriculum.
9. To oversee the induction and development of ITT students and NQTs in the R.S. Department.

10. To monitor staff attendance. To liaise with line manager re attendance issues and carry out duties as requested by line manager/headteacher in accordance with school policy.
11. To ensure effective communication/consultation as appropriate with the parents of pupils including the monitoring and evaluation of subject reports to parents.
In conjunction with the ICT department to foster and oversee the application of ICT in R.S.

4. Competencies

- Challenge & Support – Strives for the best possible provision / Challenges others in the pupil's best interest
- Conceptual Thinking – Sees patterns / Uses concepts
- Developing potential – Creates development opportunities
- Drive for improvement – Sets and tackles challenging targets
- Flexibility – Adapts procedures / Changes tack
- Holding People Accountable - Demands performance / Confronts poor performance
- Impact & Influence – Calculates an impact
- Information seeking – Gathers information
- Team working – Builds team spirit

5. Knowledge and Experience

- Experienced, authoritative specialised knowledge.
- Co-ordinate related tasks (within a single department).
- Able to inspire, motivate and mediate with a team of staff.

6. Performance Standards

- Able to meet subject targets for KS 3, 4 and 5 as set in the Departmental Action Plan.
- Able to work within clearly defined policies and principles (told what to do, free on how).
- Able to extrapolate from experience into new situations to create new solutions.
- Able to set objectives for defined area of responsibility, within agreed strategy and policy.
- Lead responsibility for results in subject area.

7. Teaching

To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

8. Additional Information :

The Head of R.S. is an important role in terms of curricular and extra curricular aspects of the school. The Head of R.S. has responsibility for Managing and leading R.S. staff.