

## **Religious Studies and Philosophy**

### **Job Description for Head of Department**

The Head of Department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities. The Heads of Department is required to exercise leadership, demonstrate vision, and empower others in order to deliver the agreed departmental strategy within the FPS. He/she will attend Heads of Departments meetings where appropriate and will be responsible to the Head through the Deputy Head for the smooth running of the department.

RESPONSIBLE TO : The immediate Line Manager member of LT, ultimately the Head.

#### **Purpose:**

- To raise standards of pupil attainment and achievement within the whole curriculum area and to monitor and support pupil progress.
- To be accountable for pupil progress and development within the subject area.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headmaster
- To be accountable for leading, managing and developing the subject/curriculum area.
- To manage and deploy teaching/support staff, financial and physical resources within the department effectively to support the department development plan.

**Liaising with:** Head/Deputies/Director of Learning, other Heads of Department, and relevant staff with cross-school responsibilities, relevant non-teaching support staff, and parents.

#### **MAIN DUTIES**

##### **Operational/ Strategic Planning**

- To develop and review syllabuses, resources, schemes of work, marking policies, Felsted Learning Standards, assessment and teaching and learning strategies in the department.
- To oversee day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the School.
- In conjunction with the Director of Digital Learning to foster and oversee the application of Digital Learning in the Department.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.

##### **Curriculum**

- To liaise with the Deputy Head and Director of Learning to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.
- To be accountable for the development and delivery of the Department's curriculum.
- To keep up to date with and respond to national developments in the subject area and teaching practice and methodology.
- To liaise across the key stages in order to deliver a coherent curriculum of Religious Studies throughout the school and Senior School.
- To liaise develop a Critical Thinking pathway throughout the school and build links into KS4/5

## **Staff Development:**

### **Recruitment/ Deployment of Staff**

- To work with the Deputy Head to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the Department's support staff.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the Deputy Head to secure appropriate cover.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

### **Quality Assurance:**

- To lead curriculum area through the collaborative development of clear strategic direction, focussed on the Departmental Improvement Plan, and set in the context of the overall School Improvement Plan; establishing and making explicit Departmental aims and objectives.
- Ensure department meetings take place with clear agendas and minutes which are circulated to all relevant staff including the Department Line Manager on LT
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles.
- Monitoring progress, ensuring that pupils are appropriately engaged in self-evaluation and self-assessment.
- Monitoring the quality of teaching and learning and undertaking regular Departmental self-evaluation
- To contribute to the school procedures for lesson observations and scrutiny of work.
- To seek/implement modification and improvement where required.
- To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the School Development Plan.
- To produce an annual examinations analysis and departmental improvement plan and department review as part of the school's self-evaluation cycle.
- To ensure that appropriate internal examinations are set and marked and that accurate predicted grades and examination entry information is given to the designated person.

### **Management Information:**

- To ensure the maintenance of accurate and up-to-date information concerning the department through the departmental Handbook
- To analyse and evaluate, with the department, performance data provided and take appropriate action in response.

### **Communications:**

- To ensure that all members of the department are familiar with departmental aims and objectives within the framework of the School Development Plan.
- To disseminate information from HODs meetings to department.
- To ensure effective communication/consultation as appropriate with the parents of pupils and that reporting to parents and target setting is done to the agreed standard.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies where appropriate.
- To represent the department's views and interests.

### **Marketing and Liaison:**

- To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases and the school website.
- To actively promote and lead the development of effective subject links with Felsted School, 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.

**Management of Resources:**

- To manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget.
- To work with the Deputy Head in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.

**Pastoral System:**

- To be familiar with the School's Child Protection Policy and to report concerns to the designated Child Protection Officer.
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.
- To monitor and support the overall progress and development of pupils within the department.
- To monitor pupil attendance together with pupils' progress and performance, with the class teacher, in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.

**Teaching:**

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

**Other Specific Duties:**

- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and pupils to follow this example.
- To continue personal professional development as agreed.
- To engage actively in the performance review process.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

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

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 Headmaster to reflect or anticipate changes in the job commensurate with the grade and job title.