



HEAD OF RELIGIOUS EDUCATION

Teaching and Learning

- To be a role model for the highest standards of teaching and learning
- To ensure that the development of schemes of learning take into account the statutory requirements, school policy and full ability ranges of students at the school.
- To oversee the provision of a wide variety of teaching and learning strategies, including the use of ICT and the effective use of summative and formative assessment in order to raise standards of achievement.
- To ensure that the quality and delivery of the curriculum is kept under regular review.
- To oversee the provision of homework and feedback in accordance with school policy.
- To undertake appropriate QA procedures which support departmental self-review and school and department improvement planning.
- To oversee the provision of cover work for any colleague absent from the department to ensure that disruption to learning is minimized.
- To quality control Assessment, Recording and Reporting processes including report writing
- To liaise with the display coordinator to ensure that a positive learning environment is created and sustained.

Students

- To ensure that students understand their projected grades, that they make good progress and achieve their target grades
- To ensure the maintenance of good order and discipline in all classes in the department by actively upholding the school's Code of Conduct.
- To monitor students' progress via regular assessment, book sampling and lesson observation and address issues of underachievement
- To interpret examination results analysis.
- To celebrate and value students' achievements at all Key Stages.
- To liaise with the Examinations Officer to ensure that students are entered for appropriate examinations consistent with their achievements to date and their potential.
- To provide appropriate support and promote high achievement in public examinations.
- To oversee the allocation of students to groups/sets in preparation for each new term as appropriate.
- To support the assembly programme.
- To promote the extra-curricular programme.

Personnel

- To provide creative and visionary leadership in order to build an effective departmental team, this will include ensuring the full implementation of the Departmental Development Plan.

- To allocate work and responsibilities to individuals within the department to ensure the department runs efficiently.
- To ensure that Performance Management is supportive, developmental and that staff have ownership of the process.
- To work productively and co-operatively with the line manager.
- To deal effectively with all routine departmental organisation and administrative matters.
- To liaise and work collaboratively with other Heads of Department, Achievement Co-ordinators (Heads of Year), SENCO and with external agencies as appropriate.
- To oversee the continuous professional development of all staff within the department, including the induction of new staff, and promote a culture of mentoring and coaching.
- To promote the training of trainee teachers especially via the Bromley Schools Collegiate.
- To take an active role in the recruitment and retention of staff.
- To maximise the contribution of support staff to the quality of teaching and learning.

Resources

- To manage departmental budgets in line with the departmental plan and good value for money.
- To deploy resources effectively and equitably and to liaise with the finance department who orders all departmental resources.
- To regularly review records of all expenditure for the department.
- To contribute to the preparation of an annual budget and regularly monitor expenditure of the department's budget.
- To oversee the use of books, equipment and other resources so that they are properly cared for and that their use is effectively controlled and efficiently organised.
- To effectively deploy all teaching staff to appropriate classes and rooms.

Whole School

- To contribute to the development of school policy by taking an active role in consultation processes.
- To work in support of whole school improvement.
- To support whole school activities that benefit the whole community (e.g. concerts, open days, information evenings, sports events etc.)
- To liaise effectively with parents and carers.
- To ensure that regular departmental meetings take place within the agreed structure for meetings and that action points are recorded and disseminated.
- To ensure the implementation of the school's policies within the department, including the health and safety and child protection and safeguarding policies as appropriate to the department.
- To attend staff meetings, scheduled PD activities and workshops.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please note the appointment will be subject to satisfactory references, medical clearance and an Enhanced Disclosure and Barring Service Check.