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| **Job Description** **/ Person Spec** |
| **January 2018** |

**Head of RE and PSHE: JOB DESCRIPTION**

**Salary**

The post carries a TLR2b allowance in addition to the post holder’s substantive salary.

**Line of responsibility**

The Head of Department is directly responsible to the SLT Line Manager for Humanities.

**Line management**

S/he shall line manage departmental staff as designated.

**Job content**

 **Strategic purpose**

S/he shall lead the Department on the organisation and management of the department as required.

S/he shall take a leading role in developing and assuring the quality of learning and teaching in the department.

**Core responsibilities**

* S/he will lead Department time on Mondays including the preparation and delivery of department meetings
* S/he shall assist with the leadership of departmental staff and shall contribute to the appointment, induction and professional development of teachers and trainees assigned to the department as required.
* S/he shall ensure that KS3-5 teaching is prepared, resourced, delivered and evaluated, to maximise student progress. S/he will oversee curriculum development of new GCSE & if appropriate A Level specs
* S/he shall ensure KS3& KS4 PREP and further independent learning is carefully planned for and resourced, delegating responsibility as appropriate
* S/he shall ensure the effective operation of assessment, recording and reporting systems and the achievement of student targets at KS3-5.
* S/he shall contribute to wider curriculum development in Humanities and timetabling as required.
* S/he will take a lead on the delivery of PHSE across KS3-4 including the resourcing of KS3 lessons, KS4 tutor time resources, and working with SLT on the PHSE content for Red Days
* S/he will take some direct leadership of the professional development of teachers in RE/PSHE.
* S/he shall ensure that members of the department are kept up to date with changes in course specification and in national guidelines.
* S/he shall take a lead role in ensuring that outstanding pedagogy is developed and shared across the department
* S/he shall support other Humanities heads of department in monitoring and tracking pupil achievement and attainment and in taking specific action where required
* S/he shall contribute to the development and delivery of whole school initiatives as required and directed by the SLT LM for RE/PSHE.

**Health and Safety**

The law requires employees to:

* Take reasonable care of their own health and safety and that of others who may be
 affected by what they do at work
* Co-operate with their employers on health and safety matters
* Do their work in accordance with training and instructions
* Inform the employer of any work situation representing a serious and immediate danger,
 so that remedial action can be taken

**Safeguarding Children and Safer Recruitment**

* The school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.
* Uphold the school's policy in respect of child protection and safeguarding matters.
* Have commitment to the school’s equality policies.
* Ensure any extra-curricular activities will be free from partisan, political and religious view. Where political issues are discussed, a balanced view is always presented.

**Conditions of employment**

* The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
* The post holder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.
* To uphold the school's policy in respect of child protection and safeguarding matters.
* S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers’ Pay and Conditions Document.
* Particular attention is drawn to Section 63.9: ‘A teacher with leadership or management responsibilities is entitled, so far as is reasonably practicable, to a reasonable amount of time during school sessions for the purpose of discharging those responsibilities’.
* Attention is also drawn to the requirements for planning, preparation and assessment time under which all teachers at a school with timetabled teaching commitments have a contractual entitlement to guaranteed PPA time within the timetabled teaching day.
* The amount of guaranteed PPA time should be set as a minimum of at least 10% of a teacher’s timetabled teaching time.
* The post holder may be required to perform any other reasonable tasks after consultation.
* This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff members are required to participate in the school’s appraisal scheme.