A Voluntary Aided Church of England School



JOB PROFILE

**Full time position: Head of Religious Education & PSHCE**

**Service conditions:** Your Salary will be determined by Orders made from time to time under the under the Teachers’ Pay & Conditions Act 1991 (see Part 1 item 3 of your contract for further details)

**Salary grade: Teacher’s Main Pay Scale plus TLR**

1 **Principal Responsibilities**

(a) To contribute to the teaching of the Religious Education Department, delivering the departmental schemes of work.

(b) To participate with other colleagues in the development of syllabuses, resources and schemes of work.

(c) To prepare and mark work in accordance with the Department's and School's policies.

(d) To keep necessary records and to complete assessments and reports as required.

(e) To supervise the use and care of an assigned teaching area.

(f) To negotiate and participate in arrangements for further training and professional development.

1. **Responsibilities: Head of Department**

1. To lead and manage the department with responsibility for securing high quality learning and teaching within the subject area.
2. To monitor the quality of teaching within the department and lead the Appraisal of teachers and any support staff within your department.
3. To monitor the setting of homework in the department
4. To analyse the departments exam results and other assessment data and report on standards to the SLT/Line Manager.
5. To manage the budget for your department and ensure members of the department have high quality resources to support their teaching.
6. To support departmental colleagues in maintaining high standards of behaviour and Health and Safety within the department.
7. To ensure appropriate cover work is set in case of absence and support supply teachers and other staff covering lessons within your department.

3 **General Duties**

(a) To carry out a reasonable share of supervisory duties in accordance with published rotas.

(c) To participate in appropriate meetings with colleagues and parents relative to the above duties.

(d) To promote high standards of work and behaviour among students throughout the school in accordance with school policies.

**Notes**

1 The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

2 This job profile 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 construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the school's published Time Budget Policy and have regard to clause 4(1)(f) of a Teacher's Conditions of Employment.

3 This job profile is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

4 Specific guidance for staff on whole school policies is in the Staff Handbook, which is updated annually.