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| Job description  The Grammar School at Leeds  Job title: deputy head of religious studies  Responsible to: head of department and through him/her to the deputy head (academic) |  |

**Main purpose of job:**

* To support the head of department in monitoring, evaluating and improving the quality of teaching and learning in religious studies

**Main responsibilities/accountabilities:**

• To deputise for the head of department as required

• To be curriculum leader for one key stage as decided in conjunction with the head of department

• To produce and develop relevant schemes of work, especially for the designated key stage

• To produce, coordinate and revise internal assessments, especially for the designated key stage

• To assist the head of department in promoting good behaviour and a positive ethos among pupils, and in particular to give a clear lead on discipline and effective use of rewards and sanctions as applicable to the designated key stage

• To assist the head of department in implementing the school system of performance review within the department, including meeting with teachers to discuss their performance, progress and continuing professional development needs

• To assist the head of department in the observation of colleagues at work and encourage the evaluation and sharing of good practice

• To assist the head of department in ensuring that a suitably wide range and variety of different resources, teaching, and learning experiences are explicitly embedded in all of the department’s schemes of work; and to promote the sharing and development of good practice across the department

• To represent the department at some meetings, as required by the head of department or the deputy head (academic)

• To promote commitment to a culture of self-improvement within the department

• To take a role in having difficult conversations with students, parents and colleagues

• To meet with parents when required

In addition to the above there are duties and responsibilities set out in the job description for a general teacher and a form tutor (Please see attached)

**General:**

* Any other assistance as may be reasonably required from time to time by the Principal or other senior manager in order to facilitate the efficient running of the school
* This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the reasonable direction of the Principal
* All staff employed by The Grammar School at Leeds are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact
* All staff should be aware of the school’s health & safety policy and implement it as appropriate