Luckley HOUSE SCHOOL

JOB PROFILE FOR HEAD OF RELIGIOUS STUDIES

(part time .5)



www.luckleyhouseschool.org



We are looking for a well-qualified, innovative and enthusiastic Head of Religious Studies (RS), to lead a highly successful department. Ability to teach at all levels up to and including GCSE is essential. A Level teaching may be available for the right candidate. It is the School's preference that the person appointed is a practicing Christian.

The ideal candidate will:

- be an inspirational teacher and an outstanding classroom practitioner, committed to raising the achievements of students taught;
- have a proven track record of excellent academic achievement;
- have an excellent knowledge and understanding of the subject;
- be passionate about teaching RS and be able to instil a love of RS in pupils throughout the age range;
- be committed to delivering high quality teaching and learning using a range of teaching styles and methods, including ICT (classrooms are equipped with digital projectors and all students are equipped with Microsoft tablets);
- be able to engage pupils of all abilities and enable every child to fulfil their potential
- be skilled at fostering both independent and collaborative student-led learning;
- have experience of teaching at Key Stages 3, 4 and 5;
- be well organised and able to plan creatively and effectively;
- embrace change and new initiatives in teaching;
- be able to work both independently and collaboratively as part of a team.
- be committed to the organisation and leadership of fieldtrips and outside speakers.

BENEFITS PACKAGE

Start Date: January 2020

Salary

Luckley House School has its own pay scale which is above that of the maintained sector and currently ranges from £24,780 per annum (FTE) for a newly qualified teacher with a good Honours degree to £35,884 (FTE) for someone with several years' experience. Two further scales are available for threshold applications.

Fee remission

A remission of 50% of fees is available for the successful applicant's children when they enrol at Luckley House School, assuming a place is available and entry requirements are met.

HOW TO APPLY

For further details please contact Mrs N Hall, HR Manager on 0118 9743209 or email narene.hall@luckleyhouseschool.org
Alternatively an application/information pack can be downloaded from:
www.tes.com/jobs/employer/-1002273

Closing date: Friday 27 September 2019

Interviews: Within two weeks following the closing date.

JOB DESCRIPTION

Title: Head of Religious Studies and Form Tutor
(Please see below for Sixth Form Academic Tutors)

Job Purpose: To assume overall responsibility for the teaching, development and administration of your subject in the light of current educational practice.
To promote the happiness and well-being of staff and pupils within your department

Accountability: To the Deputy Head - Academic for your work as Head of Department.
To the Deputy Head - Pastoral for your work as a Form Tutor and any extra-curricular activity which you participate in and/or organise.

Main areas of responsibility:

Overall Responsibility

To lead and co-ordinate the teaching within your department and review the schemes of work, handbook and developmental targets annually.

- To keep abreast of developments in teaching and assessment in your subject area, including the requirements of the Examination Boards and the National Curriculum and contribute to curriculum development and policy through Heads of Department meetings.
- To monitor the progress of classes and individual students in your subject including those with special needs.
- To plan the distribution of work within the department and guide and support other staff within the department through regular departmental meetings and in other appropriate ways.
- To bid for departmental capitation annually and ensure that the stock and equipment are itemised in the inventory, well cared for and economically used and that the departmental area presents a stimulating environment.
- To be aware of current Health and Safety regulations relevant to the work of your department.
- To lead and co-ordinate a programme of activities, e.g. field trips, trips abroad, outside lectures and visits, lunch-time clubs, national competitions, as appropriate to the subject, to support the teaching and learning within your department.

General Teaching Duties

Teaching and Learning

- Manage pupil learning through effective teaching in accordance with the Department's schemes of work and policies.
- Ensure continuity, progression and cohesiveness in all teaching.
- Use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils.
- Set homework regularly, (in accordance with the School homework policy), to consolidate and extend learning and encourage pupils to take responsibility for their own learning.
- Work with SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
- Work effectively as a member of the Department team to improve the quality of teaching and learning.
- Set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
- Use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.

Monitoring, Assessment, Recording, Reporting, and Accountability

- Be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
- Contribute towards the implementation of IEPs as detailed in the current Code of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets.
- Assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.
- Be familiar with statutory assessment and reporting procedures using Doddle and provide informative, helpful and accurate reporting to parents.
- Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy

Subject Knowledge and Understanding

- Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
- Keep up-to-date with research and developments in pedagogy and the subject area.
- To assist with the development and organisation of your subject.
- To participate in the departmental programme of activities, e.g. field trips, trips abroad, outside lectures and visits, lunch-time clubs, national competitions, as appropriate, to support the teaching and learning within the department.

Professional Standards and Development

- Be a role model to pupils through personal presentation and professional conduct.
- Arrive in class, on or before the start of the lesson, and begin and end lessons on time.
- Cover for absent colleagues as is reasonable, fair and equitable.
- Be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety, Safeguarding, Staff Behaviour and Acceptable use of ICT.
- Establish effective working relationships with professional colleagues and associate staff.
- Be involved in extra-curricular activities in particular the school Extended Day Programme.
- Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
- Liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare.
- Be aware of the role of the Board of Governors of the School and support it in performing its duties.
- Be familiar with and implement the relevant requirements of the current SEN Code of Practice, DDA and Access to Work.
- Consider the needs of all pupils within lessons (and implement specialist advice) especially those who have SEN, are gifted and talented or are not yet fluent in English.
- To undertake other such specific duties appropriate to the general purpose of a teaching post which may from time to time be reasonably assigned by the Headmistress or other members of the Senior Management Team.

Health and Safety

- Be prepared to undergo Basic First Aid training and update courses.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Undertake supervisory duties as part of the general teaching staff rota.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.
- Contribute to the professional development of colleagues, especially NQTs and ITTs.

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Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the School Curriculum, which may lead to improvements in teaching and learning.
- Undertake any necessary professional development as identified in the School Development Plan and the Staff Appraisal process, taking full advantage of any relevant training and development available.

Tutor Responsibilities

- Take an interest in each tutee, encouraging and challenging as necessary;
- Complete attendance registers as per the statutory and regulatory requirements (refer to Admissions and Attendance Policy); monitor and follow up absence;
- Monitor pupil homework and planners;
- Monitor behaviour, progress and achievement and support pupils as required;
- Communicate effectively with parents including termly tutor reports;
- Communicate effectively with senior and other staff; ensure that information with regard to tutees is passed on to the relevant staff;
- Support the Social and Emotional Aspects of Learning (self-awareness; managing feelings; empathy; motivation and social skills) and spiritual, social, moral and cultural education. This is done through the 4U (PSHE Programme) as guided by the Head of PSHE and Heads of section
- Organise form assemblies.
- Ensure all communications are recorded and BCC'd into Pupil records and to monitor rewards an sanctions of the tutor groups. Also to monitor Doddle and intervene when needed.
- Attend all school assemblies and to sit with the form

Sixth Form Academic Tutor

The Sixth Form tutors are placed in a rota system for the registrations of both Year 12 and 13, for the morning and afternoon sessions. These will take place in either the study room or one of the classrooms. The Sixth Form attend assembly on Mondays, Wednesdays and Friday service every half term. Tuesday, Thursday and Friday mornings are to be utilised for tutorials or enrichment, however tutors may use some non-contact time as well to meet with their students. Each tutor must maintain their orange file of profiles for their group. Each tutor is allocated a selection of Year 12 and 13 students whom they follow for two years. Throughout this time, they are encouraged to organise themselves and their tutees to have academic tutorial meetings as a minimum of once a fortnight. During these meetings they are to discuss academic progress, monitor any 'cause for concerns' or 'shining stars' from subject staff as well as offer pastoral care and guidance for the next stage of their lives after finishing at Luckley. Sometimes this quota will not be met due to the needs of others in the group. The Head of Sixth Form and Assistant Head of Sixth Form can be accessed by the tutors and tutees if needed, to offer support to particularly challenging situations. The tutor will write any reference needed for the pupil, normally UCAS, and be able to provide a good amount of information about the student's character, how the student is progressing through school and their involvement in extra-curricular activities, both in and out of school. Tutors will be expected to attend a tutor group meeting once per half term.

Other

The above is only an outline of the tasks and responsibilities of the role.
The post holder will carry out any other duties as may be reasonably required by his/her line manager.
The job description may be reviewed on an on-going basis in accordance with the changing needs of the department and School. This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

- The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.
- The post holder will be required to participate in the School appraisal procedures as an appraise and, if applicable, as an appraiser.
- The post holder will be required to attend statutory and mandatory training.

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