

**JOB TITLE:** Head of Religious Education/ Head of Faculty  
**GRADE:** TLR 1.1

**RESPONSIBLE TO:** Deputy Head

**RESPONSIBLE FOR:** Leadership and management of staff teaching Religious Education and Basics Faculty

**JOB PURPOSE:** To secure and account for effective learning, appropriate achievement and educational, social and personal progress of all pupils in the assigned area of responsibility, consistent with the aims of the school and the unique needs of each individual learner. **The Head of RE will liaise with the Senior Management Team to help lead liturgies and the spiritual development of the school community.**

**KEY RESPONSIBILITIES:**

**Operational/Strategic Planning**

- 1 To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Department/ Faculty.
- 2 The day-to-day management, control and operation of course provision with the Department/Faculty, including effective deployment of staff and physical resources.
- 3 To actively monitor and follow up student progress
- 4 To work with colleagues to formulate aims, objectives and strategic plans for the Department/Faculty which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- 5 To lead the Curriculum RE section of the Section 48 inspection framework
- 6 In conjunction with the Head of ICT to foster and oversee the application of ICT in the Department/Faculty including the development of materials for Open Learning.
- 7 To liaise with the Senior Management Team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.
- 8 To work collaboratively with the SLT to ensure the effective delivery of RSE

**Curriculum Provision/Development**

- 9 To be accountable for the development and delivery of subjects within the Department/Faculty.
- 10 To keep up to date with national developments in the subject area and teaching practice and methodology.
- 11 To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- 12 To liaise with the Senior Management Team to maintain accreditation with the relevant examination and validating bodies.
- 13 To be responsible for the development of Key Skills in the Department/Faculty.
- 14 To support the training and delivery of the RSE curriculum

### **Staff Development**

- 15 To work with the Senior Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- 16 To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated Department/Faculty.
- 17 To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the Department/Faculty.
- 18 To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
- 19 To promote teamwork and to motivate staff to ensure effective working relations.
- 20 To be responsible for the day-to-day management of staff within the designated Department/Faculty and to act as a positive role model.

### **Quality Assurance**

- 21 To ensure the effective operation of quality control systems.
- 22 To establish the process of the setting of targets within the Department/Faculty and to work towards their achievement.
- 23 To establish common standards of practice within the Department/Faculty and develop the effectiveness of teaching and learning styles in all subject areas within the Department/Faculty.
- 24 To contribute to the School procedures for lesson observation.
- 25 To implement School quality procedures and to ensure adherence to those within the Department/Faculty
- 26 To monitor and evaluate the curriculum area in line with agreed School procedures including evaluation against quality standards and performance criteria.
- 27 To seek/implement modification and improvement where required.

### **Management Information**

- 28 To ensure the maintenance of accurate and up-to-date information concerning the Department/ Faculty on the management information system.
- 29 To make use of analysis and evaluate performance data provided.
- 30 To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- 31 To produce reports within the quality assurance cycle for the Department/Faculty.
- 32 To produce reports on examination performance, including the use of value-added data.
- 33 In conjunction with the Assistant Headteacher, to manage the Department/Faculty's collection of data.
- 34 To provide the Governing Body with relevant information relating to the Department/ Faculty's performance and development.

### **Communication**

- 35 To ensure that all members of the Department/Faculty are familiar with its aims and objectives.

36 To ensure effective communication/consultation as appropriate with the parents of students.

**Management of Resources**

37 To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Department/Faculty budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

**Pastoral Care**

38 To monitor and support the overall progress and development of students within the Department/Faculty

39 To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary

40 To contribute to PSHCE, citizenship and enterprise according to school policy.

41 To ensure the Behaviour Management system is implemented in the Department/Faculty so that effective learning can take place.

42 To play a full part in the life of the school community, to support and help to develop its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

**Other Specific Duties**

43 To lead the development and delivery of Liturgy in the school

44 To continue personal development as agreed.

45 To engage actively in the performance review process.

46 To undertake any other duty as specified by SMT not mentioned in the above.

47 Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

48 Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

49 Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

50 The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**SIGNED ..... POST HOLDER**

**SIGNED ..... HEADTEACHER**

**DATE .....**