

**Subject Leader
Religious
Education**

Job Description

Responsible for: Providing professional leadership and management for the subject, in order to secure high-quality teaching, effective use of resources and improved standards of learning and achievement for all pupils

Consulting with: Subject staff
Colleague Heads of Department
Assessment Manager

Reporting to: Principal

RESPONSIBILITIES OF THE POST

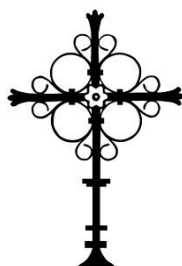
- 1 To ensure that the work of the department is in accordance with and contributes to the Catholic Christian ethos of the school, and to the fulfilment of its mission statement.
- 2 To ensure a good working relationship with the Diocesan Education Team and to attend Diocesan training as appropriate.
- 3 To establish a vision for the department that promotes the learning of all students to fulfil their potential.
- 4 To ensure that all practices within the department, including external activities, are managed in accordance with the current safeguarding regulations.
- 5 To ensure that the work of the department conforms to the requirements of the National Curriculum, and to be aware of all changes and adjustments in syllabus, teaching and assessment practice as may be required by JQC, examination boards and the school's own assessment policy.
- 6 To liaise as appropriate with the school's Examinations Officer and with the Data Manager, ensuring that all deadlines are met and statistics processed as required.
- 7 To follow agreed specification syllabuses and to establish and maintain up-to-date and appropriate schemes of work.
- 8 To be aware of the contents of the School Strategic Plan, and in particular of whole-school aims, priorities and targets, and of how the department should be contributing to these.
- 9 To collaborate with other subject areas and institutions for the effective delivery of cross-curricular learning.

- 10 To develop and implement policies within the department which reflect the school's commitment to high achievement based on effective teaching and learning.
- 11 To maintain an up-to-date departmental handbook, detailing departmental policies and practices.
- 12 To set standards and provide a role model for staff and pupils in the teaching and learning of the subject, acknowledging and disseminating good practice as appropriate.
- 13 To support, guide and motivate all colleagues in the department, creating a climate which enables subject staff to develop and maintain positive attitudes towards the subject and confidence in teaching it.
- 14 To take the lead in maintaining good order and high standards of pupil discipline in the departmental area, liaising as appropriate PPLs, Heads of Year, and Leadership Team.
- 15 To monitor and evaluate the effectiveness of teaching and learning within the department by lesson observations, learning walks and regular inspection of pupil work, together with tracking of individual pupil progress.
- 16 To analyse and interpret relevant national, local, school and departmental data – together with research and inspection evidence – in order to inform policies, practices, expectations, teaching methods and performance targets within the subject area.
- 17 To ensure that information about pupils' achievements in previous classes/year groups/schools is appropriately transmitted and used effectively in order to maximize their progress in the subject.
- 18 To be aware of the implications for the subject of the Code of Practice for Special Educational Needs, and to liaise with the SENDCo to ensure that individual education plans and extension activities are effectively used to set subject-specific targets and to match work to pupils' needs.
- 19 To undertake appropriate professional training in order to enhance subject awareness and to keep up-to-date with recent developments.
- 20 To Organise staffing within the department, assist with advertisements / appointments, prepare references, allocate teaching commitments and liaise with the SLT member in charge of Curriculum in the construction of the timetable.
- 21 To attend subject leader and other internal meetings as required.
- 22 To hold regular departmental meetings in order to provide a forum for the communication of information and for discussions of standards of teaching and learning.
- 23 To ensure good communication with, and between, staff who teach and support the subject.
- 24 To attend relevant school functions.
- 25 To appraise subject staff as required by the school policy on performance management, and to use this process to develop the personal and professional effectiveness of each colleague, including such in-service training and development as may be required.
- 28 To ensure that student and newly-qualified teachers are appropriately trained, monitored, supported and assessed in accordance with school policy and accepted standards.

- 29 To manage and encourage extra-curricular/extension activities in the subject area.
- 30 To collaborate with SLT in the process of departmental review, in order to assess use of resources and standards achieved, as well as to discuss performance targets and other future developments.
- 31 To manage departmental capitation and all other resources efficiently, and to ensure that resource acquisition and use contribute effectively to standards achieved.
- 32 To discuss resource needs with subject colleagues, and to order all necessary books, equipment, materials and teaching aids, subject to the financial limits of the department's formula-funded budget allocation.
- 33 To liaise with the Business Manager on a regular basis, observing good financial practice and maintaining accounts of all expenditure and balances, together with notification of any planned budgetary saving to be carried over to the next financial year.
- 34 To be aware of health and safety regulations as they apply to the subject area, and to ensure sound practice in this connection. To ensure that risk assessments are completed and reviewed as required.

Generic Responsibilities

1. To follow Catholic School (CES) contractual obligations - this outlines the expectations regarding support for the school's essential ethos.
2. To have responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with.
3. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
4. The post-holder is responsible for ensuring that the School's equalities policy is fully implemented in all areas of his/her work as is the School's health and safety policy and agreed codes of practice and that he/she works within the confines of the Data Protection Act & GDPR.



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Person Specification

Faith Commitment	Essential or Desirable
Practising Catholic	Essential
Qualifications, Experience and Professional Development	
Qualified Teacher Status	Essential
Relevant Degree	Essential
Evidence of outstanding or good classroom practice	Desirable
Professional development in preparation for middle leadership	Desirable
Experience of outstanding or good classroom practice	Essential
Relevant, recent experience of teaching in a Catholic School	Desirable
Relevant, recent experience of teaching the full age range in a 11-18 School	Desirable
Commitment to continuous professional development of self and others	Essential
Full understanding of safeguarding and child protection within schools	Essential
Experience of managing a team	Desirable
Personal Skills and Attributes	
The ability to..	
Respect the dignity of each person valued and loved by God	Essential
Inspire, challenge, motivate and empower teams and individuals to achieve	Essential
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to students.	Essential
Build and maintain quality relationships through interpersonal skills and effective communication, as required in assisting with leading in the sixth form	Essential

Demonstrate personal and professional integrity including modelling values and vision	Essential
Prioritise, plan and organise self and others in addressing strategic direction of the department	Essential
Think analytically and creatively and demonstrate initiative in solving problems as required	Essential
Be aware of their own strengths and areas for development. Listen to, and reflect upon feedback and act appropriately	Essential
Demonstrate a capacity for sustained hard work	Essential
Demonstrate resilience and optimism with good humour	Essential
Demonstrate impact and presence	Essential
Show commitment to sustain excellent attendance at work	Essential