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| **DERBY CATHEDRAL SCHOOL**Head of Religious Education |

##### School vision

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| A Church of England secondary school which provides outstanding education for students of all faiths and none. |
| Employment details  |
| Job title: | Head of Religious Education  |
| Department: | Humanities |
| Reports to: | Designated member of the SLT |
| Hours of work: | Full time |
| Salary: | MPS plus TLR of £6346 |
| Job purpose: * Provide vision, leadership and day-to-day operational management of the delivery of Religious Education within the school.
* Secure high-quality teaching and effective use of resources to achieve the highest standards of achievement for all pupils.
* Contribute to the development and realisation of the whole school core values, the aims, vision and ethos of the school.
* Be fundamental in preparing the school for the SIAMS inspection process.
* Ensure effective quality assurance outcomes for the subjects that meet the high standards expected by the school.
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| Main duties/responsibilities: |
| Teaching | Teach an agreed timetable. |
| Lead by setting an example, achieving your own high standards of classroom practice.  |
| Partake in effective quality assurance in line with the school policy which leads to standards and progress which are above the national level. |
| Curriculum | Develop and implement policies and practices for the faculty which reflect the school’s aims and ethos. |
| Ensure that schedules, schemes of work and syllabi are properly prepared. |
| Review and refine schedules, schemes of work and syllabi to ensure that they meet the needs of pupils of all ages and abilities. |
| Ensure the requirements of the national curriculum, national strategies and examination boards are met. |
| Pupils | Ensure high standards of teaching and learning and assure preparation for examination across the department. |
| Manage assessment, monitoring and reporting within the department, in line with school policy and procedures.  |
| Ensure that special educational needs are met within the subject areas through effective liaison with the SENDCO and other staff. |
| Maintain, develop and apply effective rewards, sanctions, policies and procedures within the department, in line with those of the school.  |
| Parents | Work with parents through home/school correspondence, phone calls and meetings to ensure pupil wellbeing and academic success.  |
| Process management | Work with the SBM in order to manage the capitation budget and any additional finance, keeping proper financial controls, records and inventories. |
| Manage the processes for ordering, purchasing, and maintaining resources and equipment.  |
| Ensure appropriate risk assessments are completed and health and safety procedures are followed within the department. |
| Participate in open evenings, parents’ meetings, liaison events with community partners, and other marketing and liaison opportunities.  |
| Staff management | Liaise with the appropriate member of the SLT to lead and partake in performance management arrangements, in line with school procedures. |
| Provide advice and support to staff from other departments with regards to the implementation of whole school literacy. |
| Ensure that homework is set and marked in line with the department and school procedures. |
| Create a team atmosphere and build effective working relationships with staff. |
| Other | Lead in preparation for SIAMs inspections ensuring the school can clearly evidence the distinctiveness and effectiveness features of a church school.  |
| Contribute to the school’s pastoral programme i.e. as a Form Tutor |
| Personal specification |
|  | Essential | Desirable |
| Qualifications and training | * Good quality Honours degree in an appropriate discipline
* PGCE or equivalent in secondary education with relevant subject specialism.
* Qualified Teacher Status
 | * Current first aid certificate
* SLE status
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| Experience | * Successful experience teaching Religious Education at Key Stage 3 and 4.
 | * Experience developing policies and practices
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| Knowledge and skillsKnowledge and skills cont. | * An understanding of what constitutes outstanding teaching and learning and the ability to put this into practice
* The ability to use data to monitor student progress and inform curriculum planning
* The ability to put in place effective intervention for under achieving students
* Good organisational skills
* An understanding of the qualities of a successful scheme of work and the key principles of assessment
* The ability to coach and mentor other teachers (in due course).
* Understanding of current developments in Religious Education teaching and wider educational issues
* Good behaviour management skills
* The ability to motivate young people
 | * Basic knowledge of, and the skills to interpret electronic performance data.
* Knowledge and experience of SIAMS requirements and the inspection process
* Experience of working in partnership with other Church Schools
* Understanding of the distinctiveness of a Church School
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| Personal qualities | * The ability to form good working relationships with colleagues and pupils
* The ability to prioritise and meet deadlines
* Confidence in leadership roles
* A commitment to continued professional development
* A desire and commitment to contribute to the wider school and its community
* A clear philosophy on teaching Religious Education.
* A commitment to protecting the welfare of young people
* An open mind to change and the unique circumstances found in a new and expanding school
 | * A willingness to support the extra-curricular activities and events of the school by creating links with other departments
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| Other | * Good attendance/punctuality record
* Enhanced DBS certificate and barred list check
* Flexibility
 | * Professional dress
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| Prepared by |
| Name:  | G Inglis | Signature:  |  | Date: | Jan 2019 |
| Title and/or department: | Headteacher |

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.