



Head of RE

St. Bede's College is a Catholic Independent Co-educational 3 – 18 Grammar School, founded in 1876 by Cardinal Vaughan, which endeavours to transmit the message of the Gospel rooted in the teachings of Jesus Christ.

St. Bede's College welcomes Catholic and non-Catholic pupils. Every pupil should experience educational excellence and exhibit values through the unique contribution each member makes to the rich diversity of the College community.

St. Bede's dedication to the pursuit of learning and his search for knowledge of the Lord is an inspiration to us all.

JOB TITLE: Head of RE

GRADE: St. Bede's Pay Scale and Management Allowance

TERMS: From 16 April 2018 (or 1 September 2018)

REPORTING TO: Head of Faculty

MAIN JOB PURPOSE:

- To lead and develop the Religion department
- To oversee the teaching of Religion throughout the school
- To lead, support and develop the Liturgical life of the College
- In accordance with our Mission Statement and all agreed priorities and policies, to play an important role in the delivery of high quality teaching and learning opportunities for all pupils of St Bede's College

CORE DUTIES:

- Leading and developing the teaching of Religion
- Lead, support and develop the Liturgical life of the College
- Teachers are to conduct themselves in accordance with the high standards and expectations expressed in the College behaviour policy. This will be expressed through high personal professionalism, an excellent personal example for pupils, support for colleagues and a strong commitment to the school's Catholic ethos and ideals.
- As a member of the College's teaching staff the post-holder will have a responsibility in every circumstance to promote and safeguard the welfare of

pupils in the College and to ensure that all aspects of the College Safeguarding Policy are implemented.

KEY TASKS:

1. Improvement Processes

- To agree with the Faculty Head a detailed Development Plan for the Subject Area, which will provide a clear sense of vision and strategic direction for the subject.
- To effectively implement this Plan within agreed timescales, so as to continually enhance the quality of teaching, learning and achievement within the Subject Area, and maintain robust assessments and records of this progress.
- To agree with the Headmaster a detailed Development Plan for the Liturgical life of the College, this will provide a clear sense of vision and strategic direction.
- To effectively implement the Liturgical Plan within agreed timescales.
- To attend a fortnightly meeting with the Faculty Head and other Subject Leaders in the Faculty.
- To hold regular Subject Area meetings to assist the Faculty Head in aspects of Performance Management (*only if three or more members*).
- To hold regular meeting with the Liturgical team.
- To attend meetings as requested by the Headmaster

2. Resources

- To maintain a team ethos within the Subject Area, and to delegate tasks in a way which maximises the use of available talent, experience and enthusiasm, and provides development opportunities.
- To keep expenditure on the Subject Area within the allocated capitation budget, and ensure that stock and equipment are well cared for and economically used.
- To supervise the work of any allocated support staff.

3. Promoting the Subject Area

- To set a personal and professional example of enthusiasm, which promotes esteem for the subject within and outside the College, and inspires colleagues and pupils alike.
- To ensure that Subject Area rooms and corridors present a stimulating environment for pupils and visitors.
- To organise the Subject Area at Open Events/Option Evenings, to present it in its best possible light.

4. Achievements and Examinations

- To ensure that the academic provision within the Subject Area, in terms of the curriculum and its delivery, is appropriate to the needs of students at all levels. This will be reflected in appropriate schemes of work, which will include extension activities.
- To plan internal tests and examinations and ensure that all colleagues in the Subject Area keep clear, up-to-date records for all pupils, including internal assessments, examinations and external examination results.

- To monitor, assess and report on pupils in accordance with appropriate St Bede's Policies
- To organise GCSE, AS, A2 and other examination entries with the Examinations Officer, and ensure completion of all course work within specified timescales.
- To keep syllabuses, external examination choices and University requirements under regular review.

5. Subject Area Specific Tasks

Itemised here will be specific duties according to the curriculum needs of the particular Subject Area and the Level of the Management Responsibility Allowance held by the post-holder.

- To teach across the age range.
- To be responsible for devising schemes of work for all Religion classes
- To be responsible for choosing and delivering the specifications for all GCSE, AS and A2 courses.
- To ensure departmental trips and retreats are organised on a regular basis.
- To devise internal examinations for all year groups.
- To keep abreast of new developments affecting your subject.
- To liaise with your departmental colleagues.
- To ensure that all members of the community have an opportunity to experience different approaches to prayer through the Liturgical life of the school.
- Overseeing the Liturgical arrangements for key events in the Church's year.

PASTORAL DUTIES:

- be a form tutor to an assigned group of students
- promote the general progress and wellbeing of individual pupils and of the form tutor group as a whole
- liaise with the Head of Section to ensure implementation of the school's pastoral system
- register pupils, accompany them to assemblies, encourage their full attendance and their active participation in all aspects of college life
- contribute to the preparation of Full school and Interim reports and profiling of tutor group
- alert appropriate staff to any problems being experienced by pupils
- communicate as appropriate with parents of pupils and persons or organisations outside the college concerned with the welfare of the individual pupils after consultation with appropriate staff
- contribute to PSHE and citizenship through weekly programme

OTHER INFORMATION:

- To contribute significantly to leadership, with regard to the Chaplaincy and the spiritual life of the school, embedding the Catholic ethos into all aspects of teaching and learning; playing an active role in Assemblies and Liturgical Worship

- To participate in and contribute to the general management of the school by promoting the ethos of St Bede's College, as detailed in the school's aims and values, and the rules and guidelines
- To work with the pastoral team by being a tutor and delivering PSME
- To contribute to the co-curricular life of the College.
- This Job Description sets out the major duties and other tasks associated with the stated purposes of the post. Other duties of a similar nature appropriate to the level of responsibility vested in the post and undertaken within the College are not excluded simply because they are not itemised.
- The duties of the post could vary from time to time resulting from new legislation or changes in College Policy, and in this case appropriate training may be given to enable the post holder to undertake the new or varied work.
- St Bede's College Limited employs teachers and other staff to work in both St Bede's College and in St Bede's Preparatory School. All teachers in College and Preparatory School are encouraged to grow in professional awareness of each other's work.

This list is not exhaustive but rather an indication of the main requirements of the role.

November 2017