

**Rawlins Academy**

**Head of RE and Christian Distinctiveness**

**Job Description**

**Responsible to: Principal/Director of Learning**

As a member of the Middle Leadership Team, the post-holder will contribute and support;

**Faith, Vision and Values**

* To maintain a positive Christian ethos, which recognises the dignity of each individual and is reflected in the day to day life of the school
* To encourage staff, pupils, parents/carers and all involved in the life and work of the school to understand and share its vision, mission and aims as a Christian educational community
* To help lead the school as a successful and inclusive learning community that ensures all pupils are developed to their full potential
* To ensure that every pupil, irrespective of cultural or social background, is valued as an individual

**Core Purpose and Strategic Direction:**

* To support the aims of the school and its ethos
* To be an active member of the Middle Leadership Team
* To play a major role under the overall direction of the Principal in formulating and reviewing the relevant aspects of School Improvement Plan
* To support the aims and objectives of the school by establishing the policies through which they shall be achieved; managing staff and resources and monitoring progress towards their achievement
* To raise standards of attainment and maximise pupil achievement through rigorous monitoring and intervention to support pupil progress
* To Implement the Governing Body’s policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special educational needs and disabilities
* To undertake such duties as are delegated by the Principal

**Accountabilities:**

* To be accountable for leading, managing and developing designated areas of responsibility within the School Improvement Plan, including those areas line-managed and those of wider, collective responsibility, by undertaking regular planning, monitoring and evaluation with colleagues informing effective review
* To be accountable for the standards achieved by pupils across the school and in particular in line managed areas of the curriculum and / or pastoral areas, setting and striving to attain and exceed statutory, whole-school targets in conjunction with the SLT and Governing Body
* To undertake regular evaluations of practice, including value for money audits of budget cost centres for which there is direct responsibility and the writing of reports for SLT and the Governing Body as requested

**Teaching and Learning:**

* To promote high standards of Teaching and Learning, establishing common standards of practice, leading by example
* To monitor actively and respond to curriculum development and initiatives related to teaching practice and methodology at national, regional and local levels
* To ensure that the teaching and learning provided by different departments and teaching teams form a coordinated, coherent curriculum entitlement for individuals
* To ensure that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school
* To promote an attractive environment, which stimulates learning and enhances the appearance of the school.
* To promote extra-curricular activities in accordance with our school ethos
* To be responsible for leading, managing and developing initiatives to promote effective standards in the classroom
* To undertake the normal responsibilities of the class teacher as set out in the current School Teachers’ Pay and Conditions Document and in the school’s class teacher job description, including the provision of cover for absent teachers
* To be responsible for specific teaching class/es and/or year groups, as designated by the timetable each year
* To contribute to safeguarding, pupil welfare and whole-school discipline policies

**Leading and Managing Staff:**

* To participate in the selection and deployment of teaching and non-teaching staff of the school
* To participate in Appraisal arrangements made in accordance with the regulations and school policy for the performance of teachers in school, acting as an Appraiser to ensure an effective process from self-evaluation to school improvement through agreed individual Appraisal objectives
* To contribute to school self-evaluation, including regular lesson observations and addressing relevant training needs as appropriate for colleagues
* To promote teamwork and motivate staff to ensure effective working relations
* To take a lead in disseminating core, national initiatives and development, which may have a whole-school impact, to all teaching staff as appropriate
* To contribute to staff development policies in relation to: the induction of new, newly qualified teachers, ITT trainees and other staff; the provision of professional advice and support and the identification of training needs; pupils under training/work experience
* To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or bodies
* To maintain positive working relationships with individuals, groups, parents and other stakeholders within the school community
* To help maintain and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children’s education

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS disclosure and satisfactory health clearance.

*This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder’s professional responsibilities.*