

## **Head of Religious Studies**

### **Job description**

Are you looking for a leadership role in Religious Studies (RS), in a school with high standards of attainment, pupil progress and teaching practice? Our RS programme aims to encourage in all pupils a curiosity about the world of religious thinking, belief and practice. We want all our students to think philosophically and ethically about the world, to seek meaning in life and to consider their role within it.

We're looking for a new head of department to join us from September 2020. The role would suit an experienced teacher with the passion to build on the excellent current standards of RS in the school. As well as academic teaching, all staff at Emanuel undertake a pastoral role as a form tutor and get involved in the wider life of the school through its trips, co-curricular activities and outreach programmes.

You can find more detailed information about a role within the school in our 'Working at Emanuel' guide. Do note that interviews may be held at any stage after applications are received, so candidates are advised to apply as soon as possible. We may close the vacancy earlier than the specified deadline, if the right candidate is found.

### Responsibilities

#### *Operational/strategic planning*

- Formulating and proactively monitoring objectives and plans for the department that support pupil needs and underpin the strategic plans of the school.
- Overseeing the development and review of syllabuses, resources, schemes of work, marking policies, assessment and teaching & learning strategies in the department.
- Fostering and overseeing the application of learning technologies in the department.
- Delivering an appropriate, comprehensive, high quality and cost-effective curriculum.
- Ensuring that pupils are well-prepared for public examinations, and developing the curriculum to ensure that it meets evolving needs.
- Maintaining awareness of, and responding to, national developments in the subject and its teaching.
- Co-ordinating and hosting an exciting programme of outside speakers.

#### *Team management*

- Recruiting, selecting, developing and managing the departmental team.
- Monitoring and enhancing teaching standards and supporting staff to improve their practice, ensuring that any CPD needs are met
- Promoting teamwork and motivating staff to ensure effective working relationships.
- Undertaking performance management for all team members, including appraisal.
- Managing staff, finance/budget, space and equipment resources efficiently.
- Ensuring that teaching commitments are effectively timetabled and roomed.

### *Quality assurance and enhancement*

- Participating in departmental reviews of other curriculum areas in collaboration with SMT members on an annual basis, sharing good practice.
- Producing an annual examinations analysis and department review as part of the school's self-evaluation cycle by the start of the autumn term.
- Delivering high quality internal exam papers, mark schemes and reports.
- Carrying out lesson observations, monitoring pupil work and teachers' feedback, and discussing teaching and learning with pupils, to ensure the highest standards of teaching and learning.
- Identifying underperforming pupils and implementing plans for improvement.
- Delivering accurate department information on the management information system, evaluating performance data provided and planning appropriate action in response.

### *Communications*

- Communicating about matters from Academic Policy Committee and head of department meetings, ensuring the team are aware of initiatives, objectives, plans and curriculum matters.
- Communicating effectively with parents and pupils on all RS curriculum, teaching and learning matters, maintaining high standards and expectations.
- Promoting pupil achievements, career opportunities and experiences in RS, providing relevant material for the school website and newsletter.

### *Teaching and learning – these are the responsibilities of all teachers in the school*

- Delivering excellence in teaching based on a deep knowledge of the subject and its pedagogy.
- Creating a challenging and stimulating classroom climate that will motivate pupils to learn, think independently, take risks, empathise with others, and perform to the best of their abilities.
- Supporting pupils in their learning, making each feel included, secure and valued, and ensuring they have every opportunity to fulfil their potential.
- Following agreed guidelines, syllabuses and schemes of work, ensuring an excellent knowledge of the requirements of public examinations and national curriculum.
- Preparing thoroughly for lessons and setting homework regularly in line with school expectations to ensure that pupils achieve the highest possible standards.
- Marking all work regularly and promptly in line with the marking policy and the department's schemes of work.
- Making regular assessments of pupils and monitoring progress against prior attainment, employing effective intervention strategies when required.
- Producing on request detailed reports on the progress/achievement of any pupil taught.
- Attending all meetings relevant to the role and responsibilities, and attending all parents' evenings for groups taught, as well as other events as directed.

### *Other duties*

- Playing a full part in the life of the school community, supporting its distinctive mission, ethos and policies while ensuring that staff and pupils follow this example.
- Setting high personal standards of dress and appearance, attendance and punctuality, and upholding the staff code of conduct at all times.
- Undertaking pastoral responsibilities as directed, and working with pastoral leads to support pupil welfare.
- Being a form tutor if requested, encompassing academic, pastoral and administrative oversight of the form and acting as the main point of contact for parents.
- Maintaining good order and discipline amongst pupils and being active in implementing the school's policies on rewards and sanctions.
- Undertaking supervision, cover and invigilation duties as directed.
- Taking an active involvement in co-curricular activities – this may include taking a team with fixtures and after school practices, helping with a club or society and/or being involved with a house.
- Committing to personal professional development, including active engagement in staff training and the performance review process.
- Complying with relevant Emanuel policies and procedures at all times.

*This job description should be seen as enabling rather than restrictive and will be subject to regular review as the needs of the school evolve. You will be required to undertake other comparable duties as the headmaster or deputy head: academic may require from time to time.*

### **Person specification**

#### Qualifications

- Theology (or similar) degree with high honours
- Qualified Teacher Status (QTS)
- DfE recognised teaching qualification
- Evidence of appropriate continued personal and professional development
- Extensive high level knowledge of the subject area
- Excellent knowledge of strategies to support teaching and learning in religious studies
- Confident knowledge of /ability to apply Keeping Children Safe in Education
- Practical knowledge of data protection and confidentiality
- Postgraduate qualifications relevant to the role (desirable)

#### Competencies

- Excellent leadership skills, with the ability to motivate, inspire and support pupils and colleagues

- Ability to evaluate teaching and learning across the school and deliver useful feedback to improve provision
- Ability to build effective relationships with pupils, parents and staff
- Ability to communicate effectively to a range of audiences
- Ability to work under pressure, priorities, manage time effectively and meet challenging goals
- Commitment to equal opportunities
- High levels of motivation and commitment to high standards
- Demonstrable warmth and enjoyment of working with pupils and adults
- Willing to participate in the life of the school, including co-curricular and pastoral commitments.

#### Experience

- Proven excellent record of religious studies teaching at secondary level
- Track record in school improvement, raising standards to the highest level
- Experience of teaching religious studies / philosophy at A level
- Experience in managing a team