



Fulham PREP

Head of Theology, Philosophy and Religion (TPR) Job Description

Reports to: Deputy Head Academic

Role Summary

- To lead and deliver an outstanding TPR curriculum for all pupils.
- In Years 3 and 4 TPR is taught as part of the International Primary Curriculum (IPC), so this requires close liaison with the heads of those years. The Head of TPR has direct responsibility for the subject in Y5 to Y8, ensuring the highest standards of teaching and learning are achieved
- Instil a passion for learning, with a dynamic and imaginative approach to teaching and the design of the curriculum

Main duties and responsibilities

In addition to the general professional duties of all teaching staff the Head of Department's role includes:

- Establishing, reviewing regularly and revising where necessary the syllabus for each year group in line with, but not restricted by, the National Curriculum to ensure an outstanding TPR curriculum for all pupils is delivered
- Planning, resourcing and delivering outstanding lessons
- Assessing, recording and reporting on the development and attainment of pupils
- Ensuring all pupils are challenged and extended – teaching to the top for all – while working with others on the appropriate support for those who need it
- Managing departmental budget, planning and controlling expenditure
- Overseeing the resources of the department, ordering and controlling materials and equipment
- Ensuring high-quality out of class education including field and day trips
- Contributing to display around the school and celebrating the subject with theme days and other events
- Meeting regularly with Department member(s):
- to establish common, progressive and detailed schemes of work for each year group.

- to monitor and to assess progress within each year group and of individuals.
- to ensure that common aims, objectives and standards are established.
- to communicate, where relevant, issues raised in Heads' of Departments and Heads' of Year meetings which affect the Department.
- to discuss and agree methodology to ensure that effective ways of learning are implemented
- to support other members of the department in the implementation of all aspects of their work
- Attending Head of Department meetings as requested by the Deputy Head (Academic)
- Observing other members of staff within the department on a formal basis and informal basis as required and managing the probation process for new joiners
- Submitting termly reviews to the Deputy Head Academic and Head about the work of the Department
- Being responsible for taking minutes of any formal departmental meetings and circulating them appropriately
- Collating and updating subject Emergency File as and when necessary
- Co-ordinating a Subject Week in liaison with other department members as requested by the Head and Deputy Head Academic
- Establishing and maintaining a collaborative working relationship with other departments at Fulham Prep, as well as Pre-Prep and Senior
- Ensuring that he/she is up-to-date with developments in their subject teaching through membership of his/her Professional Association, subscription to relevant journals and by attending INSET training.

General Responsibilities

- Always upholding Fulham School's Child Protection and Safeguarding Policy
- Maintaining high professional standards of attendance, punctuality, appearance and conduct
- Adhering to all school policies and procedures
- Maintaining positive, courteous relations with pupils, parents and colleagues
- Attending parents' evenings, departmental, pastoral and staff meetings
- Being prepared to be a form tutor and carry out break and lunch time duties
- Participating fully in the academic and pastoral life of the School and playing an active part in the extra-curricular programme
- Attending INSET days as required.
- See also 'Job Description Subject Teacher'.