

Job Description

Head of Department Ethics (Religious Studies) and How to Thrive (PSHE)

Key responsibilities and tasks

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the DBS.

Kindness

- The role of the Form Tutor is fundamental to our ethos in all CMAT schools. You are expected to really know and understand your tutees and form working relationships with their families, this is a non-negotiable for us at NSC. You are their first port of call and you must want to be. Extra time is given to allow you to be able to fulfil this important role. You are expected to follow the Form Time programme, which includes our powerful words and book club.
- To undertake supervision duties at breaktime, after school etc, as directed by SLT, where suitable. In our early years as a small staff team, these may be more than usual if you are teaching under capacity.
- To understand that as a small school we all go the extra mile to enable the students to have a full and rich experience. This means we help and support each other by taking on things that you might never experience in a large secondary school.
- Role model and support your staff in following the marking strategies and assessment philosophy that aims to reduce workload, to commit to not sending emails after 5.30 and at the weekends and to genuinely care about the other members of staff you work with both teaching and support staff.
- Really care about the NSC family, the staff, your team, the children and the families. Be ready to adapt. We do not discard children. We all have a role to play in keeping our children in school, loving their learning and becoming great people.

Curious

- Be passionate and excited about your subject and want to share that enthusiasm with the young people that you teach and the staff that you lead.
- Be adaptable, open and willing to learn and grow in your teaching and leadership role. None of us are the finished article and none of us want to be, we expect you to remain curious and reflective about your teaching and that of your team.
- To read, be curious and keep up to date with current thinking and new initiatives regarding RE/PHSE teaching. Bring new ideas, keep being excited about your subject. See the links between subjects and the needs of the school and where these can be addressed in your area.

- Work with the SEN department to stretch and challenge all pupils, offering all students a culturally rich curriculum, whilst allowing all students to access high quality material.
- Ensure that students behaviour and attitude upholds our core values, and address and resolve where any fall below our standards.
- Engage in CPD that asks you to reflect on research on good teaching and knowledge acquisition.
- Work with staff across departments to build on knowledge and shared content to deliver a consistent approach to key skills and key vocabulary.
- To attend and contribute to RE/PSHE Department meetings held at College and across the Trust. Learn from and contribute to the outstanding practice at NSC and beyond.

Hardworking

- To plan and teach RE/PSHE effectively and creatively across the age and ability range, to meet the needs of the children in your classes and ensure the same for all those in your department.
- Plan Schemes of Learning that develop student knowledge to cover the National Curriculum, County standards, SRE, PSHE national duties and effectively prepare students for success at GCSE and A-Level study.
- Set homework in line with the College policy.
- To ensure pupils are assessed as per College policy, using RoK tests and summative assessments to adapt and support pupil learning. Using our simple marking strategy to avoid overmarking and ensure that students take the lead on improving their own work.
- To ensure that all students make progress in the areas that you lead, identify issues early, intervene quickly and evaluate your methods.
- To report to parents on pupil progress as per College policy. Respond to enquiries and queries related to the progress of children in your department.
- To promote RE/PSHE in the School and contribute to extra-curricular and enrichment activities in RE/PSHE, including trips and visits.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the school's financial regulations. This will involve complete monthly monitoring reports and where necessary liaison with the Business & Resources Manager. As well as an understanding that all our funds are 'the children's money', it is your responsibility not to waste it.