

The Totteridge Academy - Job Description

Head of PRE

Job Title: Head of PRE

Job Purpose: The post holder will lead in the design of an engaging and challenging curriculum that inspires children to appreciate the subject and its application. This role requires an outstanding teacher of Philosophy, Religion and Ethics who has high expectations of all students and ensures quality learning experiences in the classroom.

Reporting Line: Assistant Principal

Tenure: Permanent, full time

Salary: United Learning Pay Scales

Key Responsibilities:

- To ensure the delivery of outstanding PRE lessons in all year groups. To provide a nurturing classroom and school environment that helps pupils to develop as learners.
- To contribute to the effective working of the school.

As Head of PRE you will lead on the following areas:

Disseminating Subject Knowledge

- Demonstrating well-developed and up-to-date subject knowledge
- Attending relevant training sessions and network meetings to keep up to-date with any curriculum or assessment changes and to disseminate information to colleagues accordingly
- Using the classroom as a place to innovate and try new ideas, and sharing them with colleagues.

Subject Development

- Developing a curriculum skills map across the whole school for PRE
- Developing PRE Schemes of Work
- Developing department 1 pagers to outline department policies, systems, and values

Supporting Colleagues

- Teaching demonstration lessons for colleagues to share best classroom practice
- Supporting colleagues with planning to enable them to deliver consistently good lessons
- Observing teachers and offering supportive and instructional feedback
- Leading whole school CPD sessions according to need
- Supporting colleagues to deliver targeted intervention
- Ensuring that regular assessments take place on time

Principal: Chris Fairbairn



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Monitoring and Assessment

- Analysing assessment data to track attainment and progress and to highlight any gaps that need to be addressed
- Monitoring pupils' books and work for consistency and alignment with the PRE policy
- Monitoring weekly planning
- Moderating and standardising teaching and learning across the department
- Reporting on data, progress, attainment and staff development

Wider Community

- Running workshops for parents to enable them to support their child at home
- Organising guest speakers, activities, and trips to promote the subject
- Positively promoting PRE across the school
- Overseeing whole school displays that promote the subject
- Evaluating the impact of your work through data analysis, questionnaires, monitoring visits, etc.

Other

- Undertaking other responsibilities as directed by the Principal or member of the Senior Team
- Undertaking the main professional duties of a teacher
- Upholding all school policies with consistency and diligence
- Taking part in and, when needed, delivering the appraisal system and relevant training and professional development.

Principal: Chris Fairbairn

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www.thetotteridgeacademy.org.uk

The Totteridge Academy – Person Specification

Head of PRE

Applicants will need to already hold the right to work in the UK and, if short-listed, be able to attend an interview at the school.

Specification

Essential

Qualifications

- A record of good academic achievement including a directly relevant honours degree (2.1 or above)
- PGCE/QTS
- Excellent oral and written English skills

Personal qualities

- High levels of personal and professional integrity
- Commitment to academic excellence
- High degrees of self-confidence, personal energy and dynamism
- Personal warmth, good rapport with pupils, colleagues and parents
- Excellent organisational skills
- Appropriate levels of personal presentation
- Confident use of ICT

Teaching and Learning

- Excellent knowledge of the relevant curriculum
- Evidence of creative and innovative approaches to teaching and learning including appropriate use of ICT
- Commitment to improving, monitoring and evaluating teaching and learning

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Philosophy and Ethos

- A commitment to safeguarding and promoting the welfare of children and young people
- High expectations for pupil attainment, personal development and conduct
- Commitment to best practice in pastoral support and student welfare
- Commitment to helping with extra-curricular activities and curriculum enrichment

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