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| BURGUNDY_HI | **Job Description**  Head of Religious Education Department. 1Year Fixed Maternity Contract  TLR2b £4,398 |
| **OVERALL PURPOSE:**  To provide the strategic leadership for a curriculum area and be accountable for the quality of teaching, learning and educational outcomes achieved in this area | |
| **RESPONSIBLE TO:**  The Academy Principal and Senior Leadership Team | |
| **RESPONSIBLE FOR:**  The line and performance management of mainscale teachers and support staff within the curriculum area as appropriate. | |
| **KNOWLEDGE AND EXPERTISE:**   * Have an excellent knowledge of and infectious enthusiasm for the subject(s) taught within their curriculum area. * Maintain an up to date knowledge of curriculum development, including qualifications and examinations, for their subject area(s) | |
| **DEVELOPING A VISION AND SHAPING THE FUTURE:**   * Development of a vision of how the curriculum area you are responsible will raise aspiration and achievement both within the academy and the wider community * Developing and leading action plans to enable this vision to happen * Leading the development of curriculum materials, including schemes of work, that meet the needs of learners and enable students to enjoy and achieve * Promoting the opportunities your curriculum area brings to the academy, including developing enrichment opportunities such as after-school classes and trips and visits | |
| **LEADING AND DEVELOPING A HIGH PERFORMING TEAM:**   * Lead and develop a high performing team of teaching and support staff within your curriculum area that raises aspiration and achievement * Model and encourage effective team behaviours to support the above * Identify professional development needs for both the team and individuals and seek opportunities to address these needs | |
| **LEADING LEARNING WITHIN THE CURRICULUM AREA:**   * Take responsibility for evaluating the quality of learning and teaching within the curriculum area * Inform timetabling to ensure that teaching staff within the curriculum area are best deployed to utilise their strengths * Identify areas for development for teaching staff within the curriculum area and support the development of learning through use of departmental meetings, coaching and individual staff development plans * Managing teaching staff absences and cover to ensure that students still experience high quality learning | |
| **ENSURING ACCOUNTABILITY:**   * Being accountable for the overall performance of the team, including ensuring that students make good progress and meet target grades and levels * Developing a culture of accountability within their team to ensure that teachers have ownership of progress, achievement and attainment of the students in their classes * Lead accountability for student engagement and behaviour within the curriculum area, including the use of rewards and sanctions according to academy policy | |
| **TRACKING AND INTERVENTION:**   * Ensure effective assessment of and for learning is taking place within the curriculum area * Maintain tracking systems within the curriculum area which inform academy assessment and data collection procedures * Track and monitor student performance within their curriculum area, including analyses of examination results * Identify causes for concern and put in place appropriate intervention to raise achievement | |
| **COMMUNICATIONS:**   * Develop and maintain appropriate routes of communication with students, staff and parents * Ensure that high quality, stimulating display is maintained in classrooms and corridors within the curriculum area * Maintain current curriculum information on the academy website and VLE * Take part in the academy assembly programme through the organisation of regular curriculum-led assemblies | |
| **DAY-TO-DAY MANAGEMENT OF THE CURRICULUM AREA:**   * Develop and maintain a departmental folder to analyse the curriculum area * Manage resources within the curriculum area, including deploying a budget to develop the curriculum area. * Maintain the smooth day-to-day running of the curriculum area, including oversight of staff absence and cover. | |
| **LEADERSHIP ACROSS THE ACADEMY:**  The development of leadership at all levels is seen as an essential feature of St Mark’s Church of England Academy. With the support of the Senior Leadership Team, all Heads of Department are expected to have a degree of whole-school responsibility at the direction of the Principal. | |
| **DEVELOPMENT OF THE CHRISTIAN ETHOS**  As a Church of England Academy, we expect all members of our community to work in sympathy with and support the development of our Christian ethos | |
| **General Information** | |
| 1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person | |
| 1. Contribute to the overall ethos/work/aims of the school | |
| 1. Appreciate and support the role of other professionals | |
| 1. Attend relevant meetings as required | |
| 1. Participate in training and other learning activities and performance development as required | |
| 1. Treat all users of the school with courtesy and consideration | |
| 1. Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all | |
| 1. Comply with health and safety policies and procedures at all times | |
| 1. Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times | |
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| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this description. | |
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| Notes: | |
| 1. The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that it not specified in the job profile but which is within the remit of the duties and responsibilities. | |
| 1. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them. | |
| 1. This is a new job profile for a new post. It will be subject to review with the postholder after one year and may then be reviewed from time to time | |
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Signed…………………………………………. (Post Holder) Date……………..

Signed………………………………………… (Principal) Date…………….. `