



## ST ALBAN'S CATHOLIC HIGH SCHOOL

### HEAD OF RELIGIOUS EDUCATION

#### Job Description

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. We aim to inspire everyone with the strength and purpose to begin the journey of learning for life and to prepare our students to lead by their example in the modern world.

**Teacher Salary** TLR1a

**Responsible to** Senior Leadership Team link

**Purpose**

To be accountable for leading, managing and developing the R.E. department;

To maintain and raise standards of student attainment and achievement within R.E.;

To be accountable for student progress and development within the department through rigorous monitoring;

To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the R.E. Department in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school;

To effectively manage and deploy teaching staff, support staff, financial and physical resources within the department to support the department;

To support the Catholic ethos of the school;

To lead and develop school wide Catholic teaching and learning;

To lead the school's preparation for a section 48 inspection and regularly update the Catholic SEF;

To develop and enhance the teaching practice of others;

To line manage the Chaplain to foster a culture of spiritual development.

The Teachers' Pay and conditions Document specifies the general professional duties of a teacher. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

You are expected to meet the DfE Teachers' Standards.

#### Main (Core) Duties

##### Operational/Strategic Planning:

- To effectively lead the R.E. department, setting both a vision and a standard for teaching;
- To lead the development planning of appropriate teaching and learning strategies, schemes of work, resources, marking policies and assessment processes of the department;

- To organise the day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources;
- To actively monitor and follow up student progress;
- To implement school policies and procedures;
- Liaison with Catholic Education Service (CES) on issues relating to the Faith Formation of students throughout the academy;
- To work with colleagues to formulate aims, objectives and development plans for the department which have coherence and are relevant to the needs of students and to the aims, objectives and strategic plans of the school;
- To work with colleagues to formulate aims, objectives and development plans to increase the impact of R.E. across the school which have coherence and relevance to the needs of students;
- To lead and manage the financial planning function of the department and to ensure that the planning activities of the department reflect the needs of students within the subject area, SIP and the aims and objectives of the school;
- To ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission;
- To manage the R.E. materials for Virtual Learning;
- To ensure that Health & Safety policies and practices including Risk Assessments, throughout the department are in line with national requirements and are updated where necessary, therefore liaising with the school's Health & Safety Officer;
- To make St Alban's the 'school of choice' for those students wishing to study R.E. post 16.
- To manage and support the work of the Chaplain;
- To respond appropriately to Safeguarding systems and procedures.

#### **Curriculum Provision:**

- To liaise with the appropriate Leadership Team member to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the SIP/DIP and School Evaluation;
- To be accountable for the development and quality of delivery of R.E. teaching;
- To ensure SRE teaching across the school is consistent with Catholic teaching.

#### **Curriculum Development:**

- To lead curriculum development for the whole department;
- To keep up to date with national developments in the subject area and teaching practice methodology to create opportunity for innovation;
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels;
- To be responsible for the development of students' progress in R.E.;

#### **Chaplaincy and Catholic Life:**

- To support and promote Chaplaincy activities throughout the whole school;
- To act as an inspiration to students and other staff, encouraging their participation in Chaplaincy activities;
- To maintain and update the Catholic SEF (S48);
- To lead the school's self-evaluation of the Catholic Life of the School.

### **Staffing**

#### **Staff Development:**

- To work with the appropriate Leadership Team member to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs for the whole school;
- To provide where appropriate training opportunities to support staff understanding of Catholic teaching.

#### **Recruitment/Deployment of Staff:**

- To be responsible for the efficient and effective deployment of support staff;

- To undertake Performance Management Review(s) and to act as a reviewer for staff within the R.E. department and the Chaplain;
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the Cover Supervisor/relevant staff to secure appropriate cover is in place;
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures;
- To promote team work and to motivate staff to ensure effective working relations;
- To participate in the school's teacher training programme as required;
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

#### **Quality Assurance:**

- To ensure the effective operation of monitoring, evaluation and review systems;
- To lead the process of setting student targets within the department and to work towards their achievement;
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles within the department;
- To contribute to the school procedures for lesson observation;
- To implement school monitoring procedures and to ensure adherence to those within the department;
- To monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against national standards and performance criteria;
- To seek/implement modification and improvement where required;
- To prepare as appropriate for line management meetings and also attendance any SLT meetings as requested.

#### **Management Information:**

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system;
- To make use of analysis to enable high quality self-evaluation to inform the improvement plan;
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken;
- To produce reports within the quality assurance cycle of performance for the department;
- To produce reports on examination performance;
- In conjunction with school systems to manage the department's collection of data;
- To provide the governing body with relevant information relating to the departmental performance and development.

#### **Communications:**

- To run department meetings and briefings to ensure that all members of the department are familiar with its aims and objectives and current issues;
- To ensure effective communication/consultation as appropriate with the parents of students;
- To be attend the Diocesan Heads of R.E. group and maintain links with the Parish and Governing body as appropriate;
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies;
- To represent the department's views and interest.

#### **Marketing and Liaison:**

- To contribute to the school liaison and marketing activities, e.g. the collection material for press releases;
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events;
- To actively promote the development of effective subject links with external agencies.

#### **Management of Resources:**

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting

as a cost centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records;

- To work with the appropriate Leadership Team member in order to ensure that the department's teaching commitments are effectively and efficiently timetabled and roomed.

**Pastoral System:**

- To monitor and support the overall progress and development of students within the department;
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary;
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description;
- To contribute to PSHEE, citizenship, enterprise according to school policy and PYF programme;
- To ensure the Behaviour Management system is implemented and take an active lead in the department to ensure effective learning takes place.

**Teaching:**

- To undertake an appropriate programme of teaching in accordance with the duties expected of a teacher.

**Additional Duties:**

- To play a full part in the life of the school community; to support its distinctive Catholic mission and ethos and to encourage and ensure staff and students in following this example.

**Other Specific Duties:**

- To continue personal development as agreed;
- To undertake other duties specified by the SLT not mentioned in the above.

This is a public facing role and the post holder must speak fluent English

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out additional duties within the context of the job, skills and grade.

## Person Specification

	Essential	Desirable
<b>Practicing Catholic</b>	✓	
<b>Qualifications and experience</b>		
Degree standard or equivalent	✓	
Good pass in English GCSE (or equivalent)	✓	
Good pass in Maths GCSE (or equivalent)	✓	
A relevant degree (or equivalent)	✓	
Qualified Teacher Status	✓	
Experience of teaching at KS3 & KS4	✓	
Experience of being a form tutor / pastoral care of students	✓	
Evidence of Raising achievement	✓	
Evidence of Other Professional Development		✓
<b>Personal Qualities</b>		
Good organisational skills	✓	
Ability to work accurately with attention to detail	✓	
Stamina, energy, resilience and sense of humour	✓	
Calm and patient	✓	
Team player	✓	
Flexible	✓	
<b>Skills and abilities</b>		
Ability to articulate an ambitious and appropriate vision for the department	✓	
Ability to promote high achievement	✓	
Ability to motivate staff	✓	
Ability to set high expectations which inspire, motivate and challenge students	✓	
Ability to promote good progress and outcomes by students	✓	
Ability to train others to be highly effective teachers	✓	
Ability to analyse and use data to raise departmental performance	✓	
Ability to lead departmental self-review, and monitor the quality of provision and delivery	✓	
Ability to lead departmental development planning	✓	
Ability to manage staff (collectively and individually), with structured challenge, support and CPD	✓	
Ability to demonstrate good subject and curriculum knowledge	✓	
Ability to plan and teach well-structured lessons based upon accurate assessment	✓	
Ability to adapt teaching to respond to the strengths and needs of all students	✓	
Ability to manage behaviour effectively to ensure a productive and safe learning environment	✓	
Ability to fulfil wider professional responsibilities	✓	
Ability to communicate and work effectively with parents & colleagues	✓	
Ability to meet all deadlines & work well under pressure	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	
Able to effectively evaluate own performance	✓	
Ability to have 'difficult conversations' in a professional and effective manner	✓	
Ability to manage resources appropriately	✓	
Ability to ensure relevant Health and Safety requirements are complied with in the department	✓	
Ability to work effectively and creatively under pressure	✓	

