

## **JOB DESCRIPTION – SECONDARY HEAD OF RE**

For Catholic voluntary aided schools and academies in the Archdiocese of Birmingham

**Name of Catholic School/Academy**

**Head of RE**

**Indicative Salary Range (Equivalent to that of core subject)**

**Responsible to:** The Governing Body

**Responsible for:** All staff within the RE department

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### 1. Introduction

1.1 This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. The governors will appoint a practising Catholic who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of the life of the school.

1.2 The appointment is subject to the current conditions of service for teachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the Head of Department shall consult, where appropriate, the governing body, the diocese, the local authority, the staff of the school, the parents of its pupils and the parish/es served by the school.

1.3 This job description may be amended at any time, following consultation between the Head of Department and the governing body and will be reviewed annually.

### Core purpose

- To lead the Catholic ethos mission of aim and objectives of the school.
- To provide professional leadership and management for the RE department.
- To provide a high quality educational experience for all students to raise the levels of attainment and achievement.
- To provide a lead in the Catholic life of the school together with the SLT member appointed to lead Catholic life of school.
- To organise liturgy and worship in conjunction with the person in charge of Catholic life in the school.

In addition to the job description for a qualified teacher, as a subject leader, the person appointed will undertake the following duties and responsibilities:

### **Strategic direction and development of the subject**

- Develop and ensure implementation of a whole-school policy for RE in line with the aims and policies of the school.
- Use Diocesan, national, local and school management data effectively, to monitor standards of achievement across the school in RE.
- Produce short, medium, long- term plans to develop RE in relation to:
  - resources
  - staff professional development requirements
  - the aims of the school, and its policies and practices, and ensure this is integrated into the school development plan
  - targets for realistic but challenging improvements
- Monitor the progress made towards achieving RE plans and targets and use this information to plan future developments.
- To be involved in the liturgical experience and spiritual life of the school, both curricular and extra in conjunction with SLT and school chaplain.
- To report to Governor meetings where appropriate.
- To be involved in the extra curricular life of the school, both RE and non-RE related, e.g.: charity work, residential trips.
- To assist on the planning and development of the post-16 provision especially for the RE element.

### **Teaching and Learning**

- Follow the requirements of the exam board and meet with requirements of the Catholic Education Directory.
- Ensure curriculum coverage, continuity and progression in RE throughout the school.
- Ensure that teachers are clear about teaching objectives, understand the sequence of teaching and learning in the subject and communicate this to students.
- Support and guide colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of the full range of pupils.
- Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement in line with school policy.
- Support departments in their self-evaluation by monitoring teaching and learning by
  - Observations
  - Learning walks
  - Book scrutiny
  - Data analysis
- Evaluate the teaching of the subject in school, use this analysis to identify effective practice and areas for improvement and take action to improve further the quality of teaching in the subject.
- To act as a form tutor and provide pastoral support to those pupils in your tutor group.

## **Leading and Managing Staff**

- Lead professional development of staff through example and support.
- To ensure the behaviour policy is consistently implemented.
- Ensure newly qualified staff and staff new to the department receive appropriate support for the subject.
- Work with the Inclusion staff to ensure that SEN and PP pupils have specific targets and that work is matched to pupils needs.
- To make appropriate arrangements when staff are absent.
- Ensure that the headteacher, senior managers and governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets and subject-related professional development plans.
- To lead the development of subject links with partner schools and community and to effectively promote open day/evenings and other events.

## **Accountability**

- Communicate effectively, orally and in writing to a range of audiences e.g. staff, students, parents and Governors.
- Discuss with the management the progress of the department regarding data and development plan.
- Secure understanding and strategies for performance management and appraise designated members of staff.
- Establish resource and staff requirements for the subject and inform the link SLT of costs and priorities. Distribute subject resources to meet the objectives of the school.
- To ensure 10% curriculum is RE for KS3/4 and 5% for over 16 years.
- Keep abreast of curriculum developments to ensure the department is up to date.
- Ensure the effective and efficient management of learning resources for the RE subject.
- Ensure a stimulating but safe working environment in which risks are regularly assessed regarding safeguarding, health and safety and visits policy.
- Report to Governors as required.

## **Other Professional Requirements**

- Establish and maintain positive effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Be aware of the need to take responsibility for your own professional development and ensure attendance at Diocesan inset provision.
- Lead the school in the fostering of the school ethos.
- Love teaching, a positive and balanced professional and who will enjoy the challenge of moving a wonderful school forward.

This job description sets out the main duties of the post at the date when it was drawn up; it does not provide an exhaustive list of duties. Duties may vary from time to time without changing the general character of the post or level of responsibility.

Signed \_\_\_\_\_ Teacher \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ SLT \_\_\_\_\_ Date \_\_\_\_\_