

JOB DESCRIPTION FOR THE HEAD OF DEPARTMENT

Including specific responsibility for Head of the Religious Education

PRINCIPAL RESPONSIBILITIES

Heads of Department play a vital role in the life of the school in the areas of:

leadership;
management and planning;
organisation;
administration.

The leader of the Department team is responsible for the development of their subject throughout the school, and ensuring that each student is positively encouraged to develop his/her potential to the full, through the effective delivery of a broad range of quality learning experiences.

Head of Religious Education Specific Responsibilities

- a. To actively promote the distinctive Catholic nature and ethos of the school and colleagues, students and parents.
- b. To lead the Religious Education department as well as understanding strategic responsibility for the promotion and development of Religious Education across the school.
- c. To ensure the provision of an appropriate broad, balanced, relevant and differentiated curriculum for students studying in the Department, in accordance with the School's mission statement and diocesan requirements.
- d. To give full support to the School's ethos and to develop students' positive attitude towards learning in accordance with the curricular policies determined by the Governing Body and Headteacher.
- e. To have strategic responsibility for leading, managing and developing Religious Education provision across all Key Stages.
- f. To contribute to the diocesan SEF and the Catholic life of the school section of the SIP.
- g. To work with the SLT and Chaplain to ensure the School's readiness for Section 48 Inspection.
- h. To ensure the Religious Education curriculum meets the requirements of the Religious Education Curriculum Directory (RECD) of the Bishops' Conference of England and Wales.

Specific responsibilities of the post will fall under four main headings:

1. CURRICULUM DEVELOPMENT

Liaising with the Deputy Head and colleagues in the Leadership Team as necessary and required:

- a. to plan, implement, monitor and review the curriculum within the framework of the National Curriculum.
- b. to lead colleagues in the process of producing and revising Schemes of Work which:
 - meet the requirements of the National Curriculum and the school
 - are suitably differentiated in order to meet the needs of all students.
- c. to have an overview of the school curriculum issues within the Department.
- d. to advise the Leadership Team, with regard to future developments of subjects within the Department. This will involve:
 - liaising with other Heads of Departments
 - advising on, and implementing a range of courses designed to achieve curriculum diversity, to meet the needs of all students, including:
 - G.C.S.E. courses
 - Vocational and pre-vocational courses
 - Practical courses;
 - Appropriate short courses
- e. To work closely with the SEN co-ordinator in the following ways:
 - identify a link person to liaise directly with the SEN co-ordinator who will attend termly SEN meetings
 - ensure that members of the department are aware of students who are on the SEN Register
 - liaise with the SEN co-ordinator in providing suitable materials and developing
 - effective techniques to support students with SEN
 - lead colleagues, where necessary, in supporting the SEN co-ordinator to implement individual programmes of study for students on the Essex Stages of Assessment; liaise with the SEN co-ordinator concerning progress of identified students and provide information for review meetings
 - refer students causing concern (using the SEN referral form)
 - lead colleagues in working co-operatively with SEN support staff, and directing Special Needs Support Assistants, as necessary, within the classroom.

- f. to lead colleagues in the process of implementing, and assessing the effectiveness of, a range of teaching and learning styles – paying due regard to the key curricular issues of:
- curricular coherence within each Year Group and Key Stage
 - curricular progression and continuity throughout the school
 - differentiation
 - relevance
 - breadth, depth and balance.
- g. to oversee the work of staff within the Department Team to ensure that:
- students' work is regularly marked
 - the progress of students is monitored, targets are set and regularly reviewed
 - homeworks which support the curriculum and challenge the student are regularly set and marked in accordance with school policy; student planners are used effectively
 - student attendance and punctuality to lessons is monitored and recorded
 - student behaviour and discipline is monitored through the appropriate procedures
- h. to be involved in cross-curricular developments where appropriate, both within and beyond the Department, for example:
- work-related teaching and learning; literacy and numeracy
 - equal opportunities
 - the spiritual, moral, social and cultural dimension
 - cross-curricular themes.
- i. to work closely with the Year Teams in all matters concerning:
- the assessment of students work, especially Records of Achievement
 - the guidance of students with regard to:
choice of appropriate courses within the Department;
options procedures – re Key Stage 4 and Post 16 opportunities;
setting policy;
homework and marking – policies and practice.
- j. to ensure that assessment is both regular and thorough and that full records of work done by members of the department, and students, are kept.
- k. to be responsible for the management of subject specific reporting to parents and employers.

- l. to be responsible for imaginative and creative timetabling within the Department consistent with: the curricular needs of individual students; whole school needs, as determined by the Leadership Team.
- m. to organise G.C.S.E. and other examination entries with the Examinations Officer.
- n. to facilitate effective curriculum review and evaluation leading to the preparation of the Whole School Development Plan.

2. PERSONNEL DEVELOPMENT

Liaising with the Deputy Headteacher (Staff Development) as necessary and required:

- a. to determine the in-service training needs of all staff working within the Department;
- b. to agree and implement a training programme for each member of the Department team, in conjunction with the whole-school needs, and within the personnel budget.
- c. to participate in, and organise, the detailed appraisal arrangements for staff within the Department team.
- d. to provide professional development opportunities to all staff via normal working practices, by agreeing areas of delegated responsibilities within the Department.
- e. to monitor and evaluate the effectiveness of in-service training for Department staff, and ensure the dissemination of outcomes to appropriate colleagues in the Department, and to the Deputy Headteacher (Staff Development).
- f. to agree, implement, monitor and review the programmes of professional support and development for staff such as:
 - Trainee Teachers
 - Newly Qualified Teachers
- g. to supervise the work of supply teachers and support staff assigned to the Department.
- h. to promote the effectiveness and consistent dissemination of school policy to all staff within the Department and see the principles of such policy into practice.
- i. to advise the Leadership Team with regard to appropriate levels of remuneration for colleagues within the Department Team.

3. COMMUNITY AND PREMISES DEVELOPMENT

Liaising with the Leadership Team Head as necessary and required:

- a. to have oversight of the up-keep, internal security and appearance of the Department Area (an area to be defined by the Leadership Team).
- b. to ensure the effective, efficient and secure storage of all resources and students' work within the Department.
- c. to ensure that the Department accommodation presents a safe, stimulating and challenging environment for students and staff alike.
- d. to ensure adherence to the appropriate Health and Safety regulations within the Department Area.
- e. to ensure that all students adopt suitable dress in school.
- f. to oversee the professional conduct of staff within the Department Team.
- g. to foster links with the local community by communicating effectively with, and involving, all potential partners in education, such as:
 - Parents;
 - Governors;
 - Partner primary schools;
 - Post 16 providers – especially Basildon College;
 - Higher Education establishments;
 - Business concerns in both the private and public sectors.
- h. to oversee the displays of student and Department work within the area, and at events to which members of the school's community are invited.

4. FINANCIAL MANAGEMENT

Liaising with the Deputy Head as necessary and required:

- a. to be a Budget Holder, accounting for all income and expenditure within and by the Department. This will involve tasks such as:
 - keeping effective records of income and expenditure, in accordance with the school's financial regulations

- making detailed submission for capitation and capital expenditure to the Leadership Team, informed by the priorities within Department and Whole School Development Plans
 - monitoring expenditure by the Department within the agreed budget
 - providing financial statements for the Department as required; maintaining an inventory of all resources within the Department; justifying and managing the time of ancillary/support staff working within the Department, in accordance with the agreed budget for such staffing
- b. to maintain the stock of resources, equipment and furniture within the Department Area, as well as a positive learning environment.
- c. to negotiate, and agree with the Leadership Team the financial allocation to the Department under a rolling programme for development of the whole school.

A. ADDITIONAL SPECIFIC RESPONSIBILITIES

- a. to ensure that all documentation the Department is required to produce is:
1. consistent with school policy
 2. implemented in practice by all members of the Department
 3. regularly reviewed and developed over time
- b. to devise an effective meeting structure within the Department in order to meet all Department objectives.
- c. to be responsible for the preparation and circulation of agendas for Department meetings and the subsequent writing and distribution of minutes.
- d. to work with all members of the Leadership Team in the process of agreeing and preparing the Whole School Development Plan.

B. GENERAL DUTIES

- a. to carry out a share of supervisory duties in accordance with published schedules.
- b. to participate in appropriate meetings with colleagues and parents relative to the above duties.

- c. to participate in, and contribute to, school management activities as appropriate.
- d. to be responsible for the exercising of those principles laid out in school policy documentation.

NOTES

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out, and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year. It may also be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification

	Essential	Desirable
School with Religious Character	<ul style="list-style-type: none"> Practising Catholic and committed to the School's Catholic Ethos 	
Qualifications	<ul style="list-style-type: none"> Relevant degree/QTS 	<ul style="list-style-type: none"> Further professional qualification Recent CPD relating to leadership CCRS
Specific Skills, Experience and Knowledge	<ul style="list-style-type: none"> Experience across the 11 – 16 age range, including recent leadership experience Exemplary classroom practitioner able to demonstrate a range of successful teaching and learning strategies Experience of leading and/or liaising with colleagues across the RE department and the School Ability to lead, mentor and coach Ability to prioritise and manage deadlines Evidence of strategies for ensuring Quality Assurance Awareness of equal opportunities issues A commitment to working with children and inclusion Evidence of strategies for ensuring pace, challenge and effective Assessment for Learning (AfL) Understanding of Health and Safety issues. Excellent subject knowledge 	
Personal Qualities	<ul style="list-style-type: none"> Excellent record of punctuality and attendance Evidence of enthusiasm, drive and a commitment to hard-work Resourcefulness, flexibility, adaptability and initiative Excellent communication skills Patience and a good sense of humour Able to build trust and good relationships 	<ul style="list-style-type: none"> Desire and potential to progress to further promotion Commitment to own CPD