

Job Description

Secondary Head of Religious Education

St Mary's College, Hull

Indicative Salary Range MPS/UPS +TLR 1.3

Responsible to: Deputy Head

Responsible for: All staff within the RE department

1. Introduction

- 1.1 The directors will appoint a practising Catholic who, by personal example and professional leadership, will ensure that the RE Department is rooted in the teachings of Jesus Christ and the Catholic Church, as well as contribute to the leadership of Catholic ethos and the teachings of Christ in the wider life the life of the school.

Core purpose

- To provide professional leadership and management for the RE department.
- To contribute to the leading of the Catholic ethos mission of aim and objectives of the school.
- 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.

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.
- Contribute to the leading of 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.

Person Specification

Head of Religious Education

APPLICATION FORM AND LETTER	ESSENTIAL	DESIRABLE	EVIDENCE A – Application I – Interview R – Reference
Qualifications			
<input type="checkbox"/> Qualified teacher status	✓		A
<input type="checkbox"/> Degree	✓		A
<input type="checkbox"/> Catholic Certificate in Religious Studies		✓	A
<input type="checkbox"/> Bishop's certificate in Catholic Teaching or equivalent		✓	A
Faith Commitment			
<input type="checkbox"/> Must be a practising Catholic (see definition supplied) who can inspire and live the teachings of the Faith	✓		A/I/R
<input type="checkbox"/> The passion to share Faith with others in teaching	✓		A/I/R
<input type="checkbox"/> Evidence of participation in faith life of the community	✓		A/I/R
Professional Experience			
<input type="checkbox"/> Qualified Teacher who has undertaken appropriate training and has the necessary knowledge to undertake the duties of the post	✓		A
<input type="checkbox"/> The ability to devise and teach appropriate courses throughout the school	✓		A/I
<input type="checkbox"/> The ability to develop strategies for supporting pupils' individual needs in and beyond the classroom	✓		A/I
<input type="checkbox"/> A commitment to pastoral care as a positive support to learning	✓		A/I

<input type="checkbox"/> The ability to establish successful relationships at all levels and can work as a member of a team	✓		A, I/R
<input type="checkbox"/> Excellent classroom practitioner	✓		I/R
<input type="checkbox"/> Management experience		✓	A/I/R
<input type="checkbox"/> Experience of teaching RE in a Catholic school		✓	A/I
<input type="checkbox"/> A sound knowledge of RE programmes of study	✓		A/I
<input type="checkbox"/> A keen interest in the ongoing development in Religious Education	✓		A/I
<input type="checkbox"/> Ability to assess the strengths and weaknesses of RE programmes of study		✓	A/I

Professional Development

<input type="checkbox"/> Has demonstrated a commitment to own development	✓		A/I/R
<input type="checkbox"/> Has the potential for further development	✓		A/I/R
<input type="checkbox"/> Evidence of potential to lead and manage an area of the RE curriculum and staff	✓		A/I
<input type="checkbox"/> Recent in-service training in leadership and management		✓	A/I
<input type="checkbox"/> Evidence of leading/managing an initiative	✓		A/I
<input type="checkbox"/> Ability to demonstrate an impact of CPD across the RE department		✓	A/I

Strategic Leadership

<input type="checkbox"/> Ability to share a vision of our Catholic Secondary Education	✓		A/I
<input type="checkbox"/> Successful evidence of motivating staff	✓		A/I
Evidence of leading a development within RE department and the successful outcome	✓		A/I
<input type="checkbox"/> Evidence of managing curriculum changes	✓		A/I

<input type="checkbox"/> Demonstrate understanding of requirements of Section 48	✓		A/I
<input type="checkbox"/> Demonstrate knowledge of Safeguarding, Health and Safety and GDPR			

Teaching and Learning

<input type="checkbox"/> Proven track record of successful teaching and learning leading to positive improvement	✓		A/I
<input type="checkbox"/> A secure understanding of the requirement of the Curriculum Directory for Religious Education	✓		A/I
<input type="checkbox"/> Knowledge or experience of a range of successful teaching and learning strategies to meet the need of students	✓		A/I
<input type="checkbox"/> A secure understanding of assessment strategies and the use of assessment to inform next stage learning in all key stages	✓		A/I
<input type="checkbox"/> Experience of effective monitoring and evaluation of teaching and learning and feedback		✓	A/I
<input type="checkbox"/> Experience of characteristics of effective learning environments and key elements of successful behaviour management	✓		A/I

Leading and Managing Staff

<input type="checkbox"/> Evidence of leading events in RE department	✓		A/I/R
<input type="checkbox"/> Demonstrate understanding of the purpose of performance management and professional development	✓		A/I/R
<input type="checkbox"/> Understanding of finance and resource management		✓	A/I/R

Accountability

<input type="checkbox"/> Ability to communicate effectively, orally and in writing to a range of audiences	✓		A/I
<input type="checkbox"/> Evidence of use of data for self-evaluation and improvement strategies	✓		A/I
<input type="checkbox"/> Demonstrate an awareness of managing underperformance	✓		A/I

<input type="checkbox"/> Understanding of the criteria of evaluation of Catholic school	✓		A/I
<input type="checkbox"/> Lead sessions to develop knowledge of staff		✓	A/I
Skills, Qualities and Abilities			
<input type="checkbox"/> Strong commitment to the mission of a Catholic school	✓		A/I
<input type="checkbox"/> Commitment to their own spiritual formation and that of pupils and staff	✓		A/I
<input type="checkbox"/> High expectation of pupils' learning and attainment	✓		A/I
<input type="checkbox"/> Strong commitment to school improvement and raising achievement for all	✓		A/I
<input type="checkbox"/> Ability to build and maintain good relationships	✓		A/I
<input type="checkbox"/> Ability to remain enthusiastic when working under pressure	✓		A/I
Letter of Application			
<input type="checkbox"/> Letter should be clear, concise and presented in an organised way (not more than 2 sides of A4; not smaller than font size 11)	✓		A
Other			
<input type="checkbox"/> An understanding of and an ability to contribute to the daily mission of the school	✓		A/I
<input type="checkbox"/> The capacity to contribute to the wider life of the school	✓		A/I

