



Job Profile: Head of Religious Education

Purpose

The Head of Religious Education will have responsibility for the day-to-day running on the Religious Education Department and providing high quality subject leadership in Religious Education.

The post holder will lead initiatives and support colleagues in the further development of the school's Catholic ethos. They will raise standards of student attainment and achievement in Religious Education and will work as a key member of the school's Chaplaincy Team.

They will ensure the provision of an appropriately broad, balanced, relevant and differentiated Religious Education curriculum, along with responsibility for the whole school RSE curriculum.

As a key member of the school's Middle Leadership Team, the Head of Religious Education will contribute to the overall leadership and management of the school, be active in promoting it's aims, and supporting an ethos that promotes achievement and high standards.

Responsible to: The relevant member of the Senior Leadership Team

Responsibilities

In addition to the duties laid out in the latest edition of the School Teachers Pay and Conditions Document, the Head of Religious Education will be expected to:

Operational & Strategic Planning

- Lead the implementation of an effective Departmental Development Plan
- Active participation in wider whole school teaching and learning
- Maintain a Department Handbook that supports relevant whole school policies
- Conduct regular reviews across the curriculum to inform planning of provision
- Formulate aims, objectives and strategic plans for RE and RSE provision across the school
- Report regularly to the Leadership Team on standards in RE
- Liaise regularly with the school's Chaplain to enhance and enrich the curriculum
- Be responsible for the whole school RSE curriculum

Professional Development

- Keep up-to-date with Diocesan, local and national developments and thinking in RE pedagogy
- Establish contacts within the Diocese and other key organisations for the development of RE
- Participate in Diocesan, Local Authority and Catholic Partnership RE networks
- Share best practice for raising standards in RE with colleagues and provide support and training for colleagues where appropriate

Curriculum Provision & Development

- Develop, review and refine provision at all key stages to ensure a personalised curriculum
- Monitor and respond to curriculum developments and initiatives at Diocesan, local and national levels
- Ensure that formative assessment is at the heart of learning at all key stages
- Ensure that daily classroom practice addresses the individual needs of the students

- Ensure a balance between knowledge acquisition and skill development in classroom practice
- Implement systems to ensure that all members of the department share resources and best practice
- Hold summer-term reviews of curriculum to ensure it is fit for purpose for new cohorts
- Lead the planning of schemes of work and curriculum development to maximise the learning opportunities of students of all abilities

Support and Monitoring

- Maintain a programme of formal lesson observations and informal peer observations
- Nurture an atmosphere of openness and cooperation in the department
- Ensure professional accountability for students' progress and attainment
- Foster good relationships and liaison with parents and carers and others involved in supporting students' learning
- Maintain accurate and up-to-date information concerning students' achievements in RE and arrange interventions to raise standards where necessary
- Identify and act on issues arising from data, systems and reports and review progress on the action taken
- Provide Senior Leadership and Governors with relevant information relating to the provision for and progress of students in RE

Standards

- Monitor and evaluate the quality of learning and teaching and standards of attainment and performance
- Report regularly to your line manager on standards in RE.
- Ensure a positive climate for learning
- Use data analysis to track student performance and that of teachers
- Meet the needs of students, including the management of behaviour and its impact on learning
- Conduct lesson observations as a means of sharing best practice and coaching
- Identify training needs of staff in the department
- Be accountable for pupils' attainment, progress and outcomes in RE

Resources

- Manage the learning areas to ensure environment is conducive to learning
- Monitor resources and maintain the curriculum budget for Mathematics
- Ensure that curriculum resources developed are of a high standard and are used effectively in Mathematics

Performance Management

- Line-manage members of the departmental team and monitor performance
- Set challenging objectives; ensure developments reflect school, departmental and individual needs and aspirations
- Use comparative data to identify individual teacher performance
- Ensure up-to-date knowledge in terms of teaching pedagogy and subject knowledge for staff in the department
- Ensure all statutory requirements are met
- Demonstrate a clear commitment to your own and others' professional development

Safeguarding Children

- To be fully aware of and understanding the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
- To be fully aware of the requirements as set out in Keeping Children Safe in Education, September 2016
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role
- To ensure that the Designated Person for Safeguarding is made aware and kept fully informed of any concerns that arise in relation to safeguarding and/or child protection

Person Specification

- Practising and committed Catholic with a clear understanding of the distinctive nature of a Catholic school
- Commitment to supporting the the educational principles of St John Bosco
- Good Honours Degree
- Qualified Teacher status and evidence of excellent teaching
- Recent and relevant professional development
- Willingness to further develop professional skills
- Ability to formulate, articulate and deliver a clear vision for the further development of the department
- Ability to enthuse, inspire and develop staff and students under the school's ethos
- Ability to challenge, motivate and empower staff and students and to raise standards
- Experience in recognising and meeting the needs of staff and students
- Evidence of leading initiatives effectively and successfully within school
- Ability to manage resources efficiently
- Genuine enjoyment of working with young people
- Understanding of and commitment to inclusion for all
- Commitment to excellence and the ability to lead by example in terms of teaching and learning
- Comprehensive understanding of data and how it can inform practice and enhance learning
- Excellent communication, interpersonal and organisational skills
- Commitment to working as a team player
- Ability to be an effective Form Tutor
- Commitment to supporting and promoting the co-curricular life of the school
- Willingness to fulfil wider contributions to raise the profile of Religious Education
- Boundless enthusiasm and a positive outlook with the capacity to work hard under pressure
- Personal integrity and the drive to do what is best for the students
- Ambition and a commitment to ongoing career development
- Commitment to ensuring that all pupils at St John Bosco College achieve their best