

Assistant Head of Department: RE

Job Description

Responsible to:	Head of Department
Responsible for:	Supporting the HOD, and taking the lead when appropriate to develop high standards of pupil progress, attainment and behaviour for learning
Core Purpose:	To support the leadership of the department in delivering the highest possible levels of achievement and attainment. In order to achieve this, the job description is in addition to that of a teacher. To safeguard pupils in accordance with statutory provisions.

Strategic Vision & Direction

- Work with colleagues collaboratively, using current educational research and findings to develop, lead and publicise a vision for excellence in the subject area that is in harmony with the whole school vision for improvement
- Communicate and share the vision with staff, pupils, parents, carers and governors
- Develop strategic plans to translate the vision for excellence into reality
- Be ambitious for the school and have the highest expectations of what every pupil can achieve
- Communicate and act upon a shared understanding of the importance and role of the subject, in contributing to pupils' spiritual, moral, cultural and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life

Leadership and Management

- Lead, develop and hold to account staff within the learning area
- Ensure high expectations from all staff within the subject area are in line with teachers' standards
- Ensure the effective implementation of school policies (including ensuring all staff greet students at the door to encourage a prompt and orderly start to lessons)
- Take responsibility for all aspects of Performance Management for an appropriate number of main scale teachers
- Support the HOD in the moderation of assessments made by staff to ensure accurate predictions for students (including holding accountability meetings with an appropriate number of main scale teachers regarding the accuracy of their data)
- Support the HOD to ensure that all (colleagues in the department) communicate regularly and effectively with parents (including making phone calls and responding via phone/email to parental communication within 48hours)
- Work collaboratively with the HOD to ensure that there is effective planning for the induction and support of new staff, newly qualified staff and training teachers that may hold posts within the department and there is an effective informal buddy system for NQTs
- Work collaboratively with the HOD to ensure that staff are up to date with education developments
- Assist the HOD to ensure that the most appropriate curriculum is followed at all key stages, and that schemes of work are reviewed regularly and lesson plans developed. As directed by the HOD, to lead on the review and development of SOW for year group(s) or key stage.
- Support the HOD to complete examination analysis and use this information to scrutinise practice, identify priorities and inform future planning
- Ensure the effective and efficient use of resources, including budget management and support staff, in order to drive up standards. Lead on an area of budget control as delegated by HOD (photocopying etc.)

- Work collaboratively with the HOD and other UPS teachers in the department to inspire teachers to take learning beyond the classroom through the provision of excellent co-curricular opportunities and curriculum related visits

Teaching and Learning

- Monitor the quality of teaching and learning as part of the Performance Management cycle Support the HOD in the scrutiny of both teaching and assessment to ensure the highest standards for all staff and students
- Ensure that curriculum staff develop a range of teaching strategies to drive up progress, improve teaching standards and learning experiences
- To facilitate collaborative planning and assessment to ensure the highest possible level of teaching, learning and student progress
- Support all curriculum staff in the relentless approach to the positive behaviour policy
- Ensure the effective setting, marking and scrutiny of homework tasks
- Monitor and analyse attainment and progress levels across the department and within teaching groups in order to put in place appropriate interventions for staff and students
- Monitor and analyse attainment and progress levels of all students and take the lead on the monitoring of a specific group(s) as delegated by the HOD
- Support the HOD to ensure the subject area on the school network is user friendly and encourages a shared language of teaching and learning
- Ensure all classrooms/learning bases are conducive to learning

Securing Accountability

- Be accountable to a wide range of groups, particularly pupils, parents, carers and governors
- Be accountable for ensuring that every pupil in his or her care enjoys and benefits from a high quality education and achieves their absolute full potential
- Accurately monitor and evaluate their own performance and use the findings to promote improvement
- Be responsible for ensuring data is submitted on time and is an accurate reflection of a student's ability

Safeguarding

- Ensure that safeguarding policies and procedures are implemented and adhered to in their lessons.
- Ensure that safe practices and a culture of safety are promoted through their lessons.

This job description may be amended at any time after discussion with the Head teacher. The duties and responsibilities highlighted are indicative and may vary over time and in response to the schools' priorities. The post holder would be expected to undertake other duties and responsibilities relevant to the nature, level and development of the role.

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Person Specification

	Attributes	Essential / Desirable	Stage Identified
Qualifications & Training	<ul style="list-style-type: none"> Graduate with QTS or as required by the DfE Ability to teach religious education across the full age and ability range 	E E	A A/I
Experience	<ul style="list-style-type: none"> A successful teaching record Experience of working with students of all abilities in the age range 11-16 Demonstrate very good subject and curriculum knowledge Know how to promote high levels of progress and outcomes by students and staff adapting teaching and leadership as needed Form Tutor experience 	E E E E D	A/I A/I I I A
Professional Development	<ul style="list-style-type: none"> Commitment to continuing personal and professional development Evidence of further professional development 	E D	A/I A/I
Leadership Skills & Values	<ul style="list-style-type: none"> Ability to inspire, motivate and challenge students and staff Ability to monitor, evaluate and develop strategy priorities and responding if inadequacies occur Commitment to the pursuit of excellence in educational standards Ability to communicate effectively with colleagues, students, parents and external agencies Commitment to and promotion of co-curricular opportunities 	E E E E E	A/I A/I I I A/I
Personal Attributes	<ul style="list-style-type: none"> Flexibility and responsibility to cope with diverse needs of the post Resilience to work under pressure Positive, optimistic and a problem solver Ability to quickly establish positive relationships with students, staff and parents Clarity of thinking and analysis 	E E E E E	I I I I I
Other	<ul style="list-style-type: none"> Supportive of the Catholic ethos of our school An ability to fulfil all spoken aspects of the role with confidence through the medium of English A practising Catholic 	E E D	A I A

A = Application Stage, I = Interview Stage