

## HEAD OF RELIGIOUS EDUCATION

Job Ref:	HODREA24
Closing Date:	12 noon, on Tuesday 30 <sup>th</sup> April 2024
Department:	Religious Education
Start Date:	August 2024
Salary/Grade:	£30,500 to £47,133 per annum, depending on experience Plus additional allowance of £6,789
Contract:	Temporary for one year
Hours of Work:	Full Time
DBS:	An Enhanced Disclosure is required for this post.

## HEAD OF RELIGIOUS EDUCATION

Reporting to:	Assistant Principal (Student Achievement)
Responsible to:	Assistant Principal (Student Achievement)
Responsible for:	A-Level RE and General RE (Ethics and Values)

## JOB DESCRIPTION

### The Role:

#### The person appointed would be expected to:

- Lead and manage both A-Level RE and General RE (Ethics and Values)
- Be a dynamic and experienced leader able to provide curriculum and operational leadership to a team delivering high quality provision
- Have high standards and expectations in regards to classroom quality and student outcomes
- Have extensive successful experience of curriculum development (Both General RE and A-Level RE) and team leadership
- Lead by example in making positive contributions to the mission of the College
- Be flexible, enthusiastic and able to motivate staff and students to realise their full potential
- Contribute to other aspects of College life as appropriate

### All staff must make a positive contribution to:

- The Catholic ethos of the College
- The College Equality, Diversity and Inclusion Policy;
- The pursuit of excellence and the highest standards of quality in all aspects of College life;
- Their own professional development, in accordance with the needs of the College.

## Responsibility, in conjunction with the Principal, for duties commensurate with the following:

All aspects of the area and those subjects and courses assigned to it, specifically:

### **Leadership**

- Leading on the development and dissemination of Schemes of Work, materials for teaching/learning and assessment systems.
- Promoting excellent practice in teaching and learning.
- Monitor and analyse relevant data to track student progress
- Induction and guidance of staff within the department.
- Keep up-to-date with academic developments associated with the area.
- Promoting the Mission & distinctive nature of the college within the area and whole college
- Be a proactive member of the Colleges Catholic Ethos Leadership group
- Attend Achievement Board meetings as required
- Effective support, challenge and motivation of staff within the area
- To support SLT in the preparation for Catholic Inspection and development of the Catholic Mission.

### **Management**

- Report to SLT and governors, the progress of Religious Education including Ethics and Values
- Keep abreast of all curriculum developments to ensure that Catholic values are supported (Both A-Level RE and General RE / Religious Education Directory)
- Effective communication with team members through meetings and briefings as required
- Oversee excellent curriculum and lesson planning within the area
- To lead the development of subject syllabus and ensure that related Schemes of Work are prepared and regularly revised across the Department in line with the requirements of the archdiocese
- Advising SLT and Academic Board on strategic, curriculum, staffing and resource issues
- To monitor student attendance and achievement within the department
- Ensuring efficient, effective and harmonious communication within the Department.
- Convening and chairing regular minuted meetings.
- Attending meetings convened by members of SLT including Catholic Ethos Leadership meetings
- To ensure that staff prepare student learning activities in line with the College's Teaching, Learning and Assessment Policy and Excellence through Inclusion Strategy.
- To support the smooth day-to-day management, control and operation of teaching and learning within the department.
- To implement the Student Support and Disciplinary Procedures for students whose attendance, work ethic or behaviour requires improvement.
- To review the departmental contribution to the College's Strategic Objectives

- To lead the department in the development and maintenance of progression routes for students to employment or Higher Education by establishing appropriate links and activities.
- To undertake regular interviews with groups of students to ascertain their views
- To ensure that staff undergo regular Performance Management in line with the College system.
- Ensure that all staff in the area undergo appropriate staff development

### **Quality Assurance**

- Reviewing the progress of students within the area to identify high and low achievers in order to take appropriate action.
- Ensuring that staff within the area carry out their role to agreed College guidelines.
- Completing the area Self-Assessment Review and attending meetings as part of the College Quality Assurance cycle.
- Implementing actions agreed as part of the above process.
- In consultation with the Curriculum Lead, to ensure the annual lesson observation and performance management of all staff.
- Promotion of appropriate professional development of staff.

### **General**

- Carrying out the roles of Subject Tutor as required.
- Liaising with other members of staff as required for the effective running of the area.
- Each member of the College will take reasonable care for the health and safety of himself/herself and persons who may be affected by his/her acts or omissions at work.
- To undertake any other duties as may be assigned commensurate with the grade and overall responsibility level of the post and as changing circumstances may require.

\*Carmel College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Criminal Records Bureau. Please note candidates suitability to work with children will be explored at interview, including the motivation to work with young people and attitudes towards the use of authority and maintaining discipline.

**PERSON SPECIFICATION**

**HEAD OF RELIGIOUS EDUCATION**

**All staff must make a positive contribution to:**

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- the College Equality, Diversity and Inclusion Policy;
- the pursuit of excellence and the highest standards of quality in all aspects of College life;
- their own professional development, in accordance with the needs of the College.

	Essential	Desirable	How Identified
Relevant experience	<ul style="list-style-type: none"> <li>● Be a teacher with a proven record of success in the subject</li> <li>● Have experience of contributing to curriculum development</li> <li>● Must be a practising Catholic</li> </ul>	<ul style="list-style-type: none"> <li>● Have experience of teaching to Advanced level</li> <li>● Have a record of contribution to the wider school / college community</li> <li>● Evidence of effective leadership of departments</li> </ul>	<ul style="list-style-type: none"> <li>● Application Form/CV</li> <li>● Interview</li> <li>● References</li> </ul>
Qualifications / Education and Training	<ul style="list-style-type: none"> <li>● Educated to degree level or equivalent</li> <li>● A teaching qualification</li> </ul>		<ul style="list-style-type: none"> <li>● Application Form/CV</li> </ul>
Knowledge/ Skills & Personal Qualities	<ul style="list-style-type: none"> <li>● Be able to work with others to achieve the further development of the college, in particular, the maintenance of Ofsted’s “outstanding” college status</li> <li>● Ability to motivate people as members of a team</li> <li>● Have a clear vision for the future development of the department</li> <li>● Understanding of the Religious Education Directory and any changes in curriculum</li> <li>● Be interested in developing the management of learning within the college</li> <li>● Excellent communication/presentation skills</li> <li>● Excellent organisational and planning skills</li> <li>● Ability to meet deadlines</li> </ul>		<ul style="list-style-type: none"> <li>● Application Form/CV</li> <li>● Interview</li> <li>● References</li> </ul>

	<ul style="list-style-type: none"><li>• Ability to work under pressure</li><li>• Commitment to the ethos of the college</li><li>• Commitment to equality, diversity and inclusion</li></ul>		
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