



Job Description

Job Title	HEAD OF KS3 RELIGIOUS STUDIES
Responsible to	Head of Religious Studies
Job Purpose	To deliver effective Teaching & Learning throughout the School and to be fully involved in the extra-curricular life of the school. Most classroom teachers carry out a form tutor role.
Duties	<ul style="list-style-type: none"> • To be accountable for the highest standards of teaching, learning and student achievement in the faculty and working with the department to review the quality of teaching and learning on a regular and systematic basis • Ensure curriculum coverage (by schemes of work and syllabuses), continuity and progression for all pupils including those of high ability and Special Educational Needs & Disability. • Ensure effective development of pupils' numeracy and ICT skills through the curriculum. • Bring innovative teaching and learning practices to the school. Keep abreast of subject developments and bring these to the School. Engage with school-wide learning initiatives and lead these in the Department. • Establish the highest expectations of achievement and behaviour of pupils by teachers. Ensure that behaviour for learning is enforced through effective use of internal de-classing, teacher and department detentions and regular communication with parents and pastoral leaders. • Set and monitor effective targets for all students within the department in conjunction with your colleagues • Liaise effectively with the examinations officer when necessary, ensuring all entries are made in line with deadlines. • Develop effective links with the local community and businesses, partner primary schools, local secondary schools and colleges where appropriate • Organise curriculum enhancement events that raise the profile of Religious Studies across the school. • Meeting the standards and targets as outlined in the Section 48 inspection report <p>Teaching Duties</p> <ul style="list-style-type: none"> • To have a secure and up to date knowledge and understanding of concepts and skills necessary to teach Religious Studies at KS3, KS4 and where appropriate KS5 • To engage in the planning and teaching of P4C (Philosophy for Children) • To plan teaching to achieve progression in pupils' learning in line with agreed expectations/targets.

	<ul style="list-style-type: none"> • To establish and maintain a purposeful working atmosphere which supports learning. • To set relevant homework and mark in line with school policies. • To assess, record and report on pupils' progress. • Attend and contribute to departmental and staff meetings and to assist with the implementation of area improvement plans • To communicate and consult with parents of students as necessary, (including telephone calls, emails, meetings, parental meetings etc). • To exploit opportunities to improve basic literacy, numeracy and ICT skills. • To participate in staff development opportunities and accept responsibility for own professional development. • To prepare students for examinations and participate in examination arrangements. • To carry out the role of form tutor as required.
General	<ul style="list-style-type: none"> • To take personal responsibility for identification of own learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
Safeguarding	<ul style="list-style-type: none"> • All staff must adhere to the School's Safeguarding Policies and Procedures including engaging in annual Safeguarding Training and Updates.

This role is subject to a six month probationary period

This job description is current, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: Date:
Employee

Signed: Date.....
Line Manager