



## **Head of RE MPS/UPS + TLR 2A (£2500 approx.)**

Our popular, happy and thriving school is looking for a Head of RE, required for **Easter 2019**, or as near as possible to that date.

### **We can offer:**

- A highly skilled, friendly and supportive team;
- Opportunities for professional and career development;
- Motivated, well-behaved and high-achieving pupils;
- A positive ethos where everyone is valued;
- A successful inspection in July 2017;
- A Section 48 inspection in July 2018.

### **We are looking for:**

- A skilled Secondary or Primary practitioner, confident to teach RE from Year 5 to Year 8;
- A proven track record of getting results;
- A caring and friendly person, supportive of our Catholic ethos.

*Enhanced DBS Clearance will be required – Child Protection is central in our vision.*

Applications are invited from all suitably qualified candidates.

**All applicants must be practicing Catholics.**

Prospective candidates are requested to complete the CES application form.

**Closing date for applications: Monday 28<sup>th</sup> January 2019.**

**Interviews to take place week commencing 4<sup>th</sup> February 2019.**

Our Lady of Lourdes Catholic Multi Academy Company and St Bede's Catholic Middle School are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The successful candidate will be fully supportive of our Catholic ethos.

**St Bede's Catholic Middle School,  
Holloway Lane,  
Redditch,  
Worcestershire,  
B98 7HA  
Tel: 01527 525916  
Email: [jbush@st-bedes.worcs.sch.uk](mailto:jbush@st-bedes.worcs.sch.uk)**



## **Head of RE Job Description**

*Responsible to: Head of Faculty/Principal*

### **KEY RESPONSIBILITIES**

#### **LEADERSHIP**

- To actively promote the distinctive Catholic nature and ethos of the school with colleagues, students and parents.
- To lead the Religious Education department as well as undertaking strategic responsibility for the promotion and development of Religious Education across the school
- To lead and manage curriculum development in order to improve the quality of student learning; to raise standards of student attainment and achievement within the whole curriculum area; to monitor and support student progress.
- To be accountable for student progress and development within the subject area.
- To develop and enhance the teaching practice of others, acting as a model of reflective practice, sharing and being open to best practice within and outside the department
- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Department.
- To demonstrate consistently high standards of personal and professional conduct.
- To undertake any other responsibilities commensurate with this position, as directed by the Principal.

#### **PLANNING AND CURRICULUM DEVELOPMENT**

- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the Department, in accordance with the School's mission statement and diocesan guidance.
- To give full support to the School's ethos and to develop students' positive attitude towards learning in accordance with the curricular policies determined by the Governing Body and Principal.
- To have strategic responsibility for leading, managing and developing Religious Education provision across both Key Stages.
- To efficiently and effectively manage and deploy staff, financial and physical resources within the Department.
- To contribute to the school SEF and Continuing to Improve Plan.

## **OPERATIONAL/STRATEGIC ROLES**

- The day-to-day management, control and operation of course provision with the Department, including the efficient and effective deployment of staff and physical resources.
- To actively monitor and evaluate student progress and respond appropriately, to ensure standards of attainment and achievement are raised consistently.
- To implement School policies and procedures.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary
- With the Principal, SLT, SMT and other Subject Leaders to assist in the whole-School self-review and evaluation process and the development and implementation of the Continuing to Improve Plan
- Communicate and effectively liaise with the Religious Education Department.
- To work with the SLT and Chaplain to ensure the School's readiness for Section 48 inspection.

## **CURRICULUM PROVISION & DEVELOPMENT**

- To liaise with the designated SLT member to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme in line with school improvement priorities and diocesan requirements.
- To facilitate regular informal and formal regular assessment of student progress within the Department, including tests and internal examinations. This will include setting of examination questions, arrangements for any examinations and the marking of examinations and recording of results.
- To lead, initiate, encourage and co-ordinate curriculum development for the whole Department.
- To keep up to date with national developments in the subject/curriculum area(s), and with teaching practice and methodology.
- To lead, initiate, encourage and co-ordinate teaching strategies that promote and enable high quality learning.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.

## **RECRUITMENT, DEVELOPMENT AND DEPLOYMENT OF STAFF**

- To work with the relevant SLT member to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To undertake Performance Management Review(s) and usually to act as team leader for staff within the Department.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Department liaising with the Cover Supervisors.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management of staff and act as a positive role model.

## **QUALITY ASSURANCE**

- To establish and implement systems to regularly monitor and evaluate the quality of teaching and learning in the Department.
- To ensure that the Department's quality procedures meet the requirements of self-review and evaluation.
- To enable, promote and encourage the sharing of good practice within the Department and between Departments.
- To demonstrate excellence in classroom practice.
- To contribute to the annual Faculty Review
- To develop a Departmental Action Plan (DAP) in response to this evaluation and the key objectives of the CIP.
- To work, with members of the Department, towards implementing the Departmental Action Plan and meeting the targets set within it.
- To establish common standards of practice within the Department and develop the effectiveness of teaching strategies in all subject/curriculum area(s).
- To contribute to the School procedures for lesson observation.
- To implement School quality procedures and to ensure adherence to these within the Department.

## **MANAGEMENT OF INFORMATION AND DATA**

- To evaluate and make use of performance data provided to improve the quality of teaching and learning in the Department.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- In conjunction with the relevant SLT member, to manage the Department's collection of data.
- To provide the Principal/Governing Body with relevant information relating to the Department's performance and development.