



## **CHRIST THE KING CATHOLIC HIGH SCHOOL**

### **JOB DESCRIPTION FOR HEAD OF RE**

#### ***Mission Statement***

***“Love one another as I have loved” (John, 15)***

**We believe that Jesus Christ and his Gospel Call – to love God and all people – are at the heart of what we do.**

**He inspires us, as children of God, to uphold the dignity of each individual.**

**We strive to develop a community in Christ which fully supports all in achieving their potential – spiritually, academically and personally.**

The Head of RE is responsible for the leadership of and management of the Religious Education department as they seek to plan, implement, monitor and evaluate departmental aims and objectives as they relate to the School Mission Statement.

#### **GENERAL DUTIES**

- To make sure that the department is implementing whole school policies as they relate to the curriculum.
- To discuss and formulate with all departmental staff the Departmental Improvement Plan and to implement the priorities within it through the completion of action plans.
- To co-ordinate the contribution of the department to whole school events such as Open days, Parents' Evenings and Inset days.
- To plan Departmental meetings and to ensure that departmental staff attend and contribute to them as well as to other consultative processes.
- To keep the Headteacher informed of all aspects of the department's work.
- To maintain a safe working environment for students and staff.
- To promote the good image of the school as a whole via the achievements of the students within the department. To contribute to the Whole School Policy on rewards by use of merits, commendations, certificates, which celebrate success and raise expectations.

#### **LEARNING, TEACHING AND CURRICULUM**

- To lead the teaching and learning of the department.
- To prepare schemes of work appropriate to the needs of students. To review schemes of work annually.
- To lead and participate in the development of learning strategies, teaching ideas, methods of assessment, recording and reporting of students' work, with proper regard to National and local requirements.
- To liaise closely with the SENCO.
- To liaise closely with the Data Manager in all aspects of administration regarding public examinations. To ensure the accuracy of all information passed to the Data Manager.
- To discuss examination entries with the Headteacher and to engage in analysis of examination results on an annual basis. To prepare an evaluation of each year's

examination results. To devise a strategy for improvement as a consequence of these discussions. To contribute to whole school strategies for improvement.

- To set all internal exams in co-operation with other departmental staff, as agreed by the school timetable for examinations.
- To engage in the annual School Self Evaluation process, including the production of a Departmental Self Evaluation Form, Departmental Review, Appraisal and lesson observation.
- To develop links with other areas of the school curriculum and to consider ways in which the work of the Department can contribute to the development of Cross Curriculum Themes or other initiatives.

#### DEPARTMENTAL STAFF

- To seek advice from SENCO on appropriate teaching strategies.
- To liaise with the Achievement Coordinators and House Tutors on matters related to students discipline and acceptable standards of behaviour
- To produce departmental policies as appropriate
- To produce a marking and assessment policy in line with school policy.

#### FINANCE

- To plan an equitable use of the allocated capitation
- To supervise/coordinate the ordering and recording of stock and equipment and ensure their proper use.

#### EVALUATION

- To plan and organise the regular review and evaluation of all the department's activities including students' work, academic achievement, progress/attainment and continued Departmental development.

#### **Head of RE Specific Duties**

- To take a leading role in the school's focus on continual improvement in teaching and learning, attainment and achievement and implementation of the associated action plans.
- To lead on strategies related to supporting the School Mission Statement and the development of the spiritual life of the school.
- To support the school in maintaining and developing its distinctive Catholic nature.
- To take a leading role in preparations for Section 48 inspections.