The Holy Family

Catholic School

a voluntary academy

Job Description

POST TITLE: Faculty Leader of Religious Education

Salary: L7 – L11 (£54,816 - £60,488). An additional allowance is negotiable for the right candidate

Responsible to: Deputy Headteacher Behaviour and Attendance, Personal Development and Catholic Life

JOB PURPOSE:
The Faculty Leader will take lead responsibility for providing leadership and management of Religious Education to secure:

- High-quality teaching
- Effective use of resources
- Improved standards of learning and achievement for all

The Faculty Leader will also:

- Promote our Catholic Ethos across the academy based on the wider mission of the school.
- Oversee Catholic Life across the school in preparation for our next Section 48 inspection.

Duties and responsibilities

Strategic direction

- Develop and implement policies for Religious Education in line with our school's commitment to high-quality teaching and learning.
- Promote Religious Education, its importance, and the value that it brings across the school.
- Have a good understanding of how well Religious Education is being delivered and the impact this has on student achievement.
- Use this understanding to improve student outcomes.
- Promote students' spiritual, moral, social, cultural, physical, and mental development alongside British values in the teaching of the subject.
- Consult students, parents and staff about the subject and its effectiveness, and assess the feedback against the school's values, visions and aims.
- Ensure the curriculum matches the needs of different students, such as disadvantaged students and those with special educational needs and/or disabilities (SEND)
- Promote careers education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities.
- Use additional staff in the subject areas to ensure there is a framework for deployment within the faculty and that teaching assistants are deployed effectively.
- Liaise with our COLDs Network of Religious Education Leaders on subject-related events, projects, and activities.

Leading the curriculum

- Develop and review regularly the vision, aims and purpose for the subject areas.
- Oversee the planning of the curriculum content, ensuring it is well sequenced to promote student progress.
- Ensure the planned curriculum is effectively and consistently implemented across the school.
- Make sure there is an effective system of assessment that oversees the progress of students to ensure the curriculum has a positive impact on students' learning.
- Have an overarching responsibility for students' achievement and standards in the subject areas.

Leading and managing staff

- Establish an effective team and hold regular meetings for Religious Education to keep staff informed on any developments or changes.
- Provide support to staff regarding teaching and learning, resources, and planning in the subject area.
- Monitor teaching and learning by visiting lessons, scrutinising books, and talking with students to assess how well the Religious Education curriculum is being implemented and how it is delivered across the school.
- Provide feedback to staff based on the above visits to identify training needs and provide continuing professional development (CPD) in the subject area.
- Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered.
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises.
- Contribute to timetabling and manage setting students into attainment groups where appropriate.
- Help teachers to achieve constructive working relationships with students.
- To be responsible for inducting ECTs and new staff.
- To participate in Appraisal as required by the school policy and use the process to develop the personal and professional effectiveness of the staff.
- Take initial responsibility for the pastoral care and welfare of all departmental staff.

Efficient and effective deployment of resources

- Provide support with textbooks and library books in subject areas.
- Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in students.
- Audit, check, and manage resources to ensure they are up to date and match student and curriculum needs.
- Manage the subject budget effectively to ensure funding is spent on resources that add value and enhance the learning experience.
- Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to students learning from home should the need arise.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Faculty Leader will undertake. The postholder may be required to perform other duties appropriate to the level of the role.

Person Specification

Essential Criteria	Desirable Criteria	Evidence
Qualifications: Qualified Teacher Status Appropriate degree or equivalent qualification Practising Catholic	Further professional qualifications, e.g. Lead Practitioner, NPQML, MSc	Interview Application Form References Proof of Qualifications
Experience: Proven experience of successfully leading initiatives and improvements which had measurable impact on standards Experience of driving forwards and achieving very high standards and challenging existing practices and levels of performance Experience of establishing, reviewing and monitoring progress and achievement Experience of monitoring and evaluation at whole school level Experience of leading change processes at a pace Experience of development planning at a strategic level Experience of leading the development of learning and teaching Experience of leading and managing teams to the achievement of common goals Experience of managing a complex workload of competing demands		Application form Interview References
Skills and ability: Excellent classroom practitioner with a wide range of teaching skills Ability to contribute to the development, communication and implementation of a shared vision and values within the school Ability to actively contribute to the strategic development of the school Ability to identify and share strategies to promote progress for groups of students Ability to inspire, support, challenge, motivate and empower others Ability to use data to track progress across time and identify patterns/trends Ability to plan for, lead and evaluate staff development Ability to effectively establish, monitor and achieve challenging objectives Ability to plan in the short, medium and long term		Application form Interview References

Disposition/Attitude: A commitment to securing the best outcomes for all students and promoting the ethos and values of the school Ability to work under pressure and prioritise effectively Commitment to safeguarding and equality Exceptional written and verbal communication skills, with the ability to successfully engage with people at all levels Ability and willingness to support and challenge colleagues on a personal and professional level Ability to work successfully within a team and to engender a mutually supportive work environment High level of initiative and self-motivation Creativity with a desire to be innovative High level of integrity and discretion		Interview Task References
Commitment and other requirements: Satisfactory Enhanced Disclosure with the Disclosure & Barring Service (DBS) Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children and young people Excellent attendance record		Application form Interview References