



**City of Derby Academy  
Teacher - Head of Religious Studies (Maternity Cover)**

Do you want to make an impact and motivate others within a Multi-Academy Trust learning and teaching environment that is moving forward with exciting times ahead?

We have an exciting opportunity for an individual to join the City of Derby Academy team to lead, develop and manage the Religious Studies faculty. The candidate will have the knowledge and understanding of the subject and curriculum and be an excellent communicator, motivator and team leader.

This is a fixed term role to cover for maternity leave; working 26 hours per week.

For further information and an application pack please visit our website [www.qegsmat.com](http://www.qegsmat.com) and click on Careers or telephone 01335 340830.

**Closing date for applications:** 20<sup>th</sup> February 2018 Noon

**Provisional Interview date:** 2<sup>nd</sup> March 2018

**Actual Salary:** MPS £22,917 - £33,824 (pro-rata £18,334 - £27,059)  
+ TLR 2.2 £4,445 (pro-rata £3,556)

**Potential Start date:** ASAP



## **Head of Religious Studies 0.8 (Maternity cover)**

### **JOB DESCRIPTION**

<b>Post Title:</b>	<b>Head of Religious Studies (Maternity Cover)</b>
<b>Reporting to:</b>	Faculty Leader / SLT Line Manager
<b>Responsible for:</b>	Teaching staff and other relevant personnel within the curriculum area
<b>Scale:</b>	MPS + TLR 0.8
<b>Disclosure Level:</b>	Enhanced

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#### **PURPOSE OF THE POST:**

- To be accountable for leading, managing and developing RS education across all Key Stages;
- To be accountable for the attainment and progress of all students and discrete groups of learners, including Eligible, EAL and SEND students, across all Key Stages within RS;
- To monitor and support student progress within RS;
- To effectively manage and deploy teaching/support staff, financial and physical resources within the curriculum area;
- To monitor, develop and enhance the teaching practice of others;
- To promote the development of students' academic, moral, social, personal and cultural education through the consistent and fair implementation of the academies values and expectations.
- To contribute to the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students across all Key Stages, in accordance with the aims of the school and the curricular policies determined by the QEGSMAT, Governing Body and Headteacher;

- To play a full part in the life of the school community, to support its distinctive ethos and to encourage and ensure staff and students follow this example.

## **MAIN DUTIES**

### **Teaching Duties**

- To undertake an appropriate programme of teaching in accordance with the duties of a teacher
- To engage actively in continuing professional development and the appraisal process.

### **Pastoral Duties**

- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic Teacher's Job Description, including supporting the Progress Leader in monitoring and maintaining student progress, behaviour and attendance;
- To ensure behaviour and rewards are implemented in the curriculum area so that effective learning can take place;
- To support the Emergency Call Out and duty rotas as appropriate;
- To liaise with Heads of Year and monitor positives and negatives within the curriculum area to identify where support is required in order to maintain behaviour standards.

### **Curriculum and Assessment**

- To lead and be accountable for the development and delivery of the RS curriculum across all Key Stages, including the development and enhancement of appropriate schemes of work, resources, and departmental guidance documents relating to teaching, learning and assessment;
- To ensure continuity of student learning and progress within the RS curriculum within a linear assessment model across all Key Stages, including the review and selection of appropriate exam boards and specifications;
- To develop and enhance appropriate assessments and criteria linked to the subject-specific knowledge, skills and understanding expected of students to facilitate their progress;
- To keep up to date with and respond to national, regional and local initiatives within the RS curriculum, including changes associated with new exam specification content and assessment;
- To be responsible for the development and implementation of whole-school initiatives and strategies, including literacy and numeracy, across the RS curriculum.

### **Staff Deployment, Development and Recruitment**

- To be responsible for the day-to-day management, timetabling and deployment of staff within the designated curriculum area;

- To act as a positive role model, promote teamwork and motivate staff to ensure effective working relations;
- To be responsible for the efficient and effective deployment of support staff, cover supervisors and supply within the curriculum area, ensuring that appropriate cover is set in the during staff absence;
- To work with the member of the Leadership Team responsible for the school calendar to ensure curricular events are calendared and to arrange appropriate cover;
- To undertake Appraisal Review(s) and to act as appraiser for staff within the designated curriculum area in accordance with academy guidelines;
- To work with the Senior Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs;
- To participate in the school's Initial Teacher Training programme as and when applicable.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with academy procedures;

### **Student Progress Monitoring and Reporting**

- To monitor the progress made by all students and discrete groups of learners, including Eligible, EAL and SEND students, across all Key Stages within RS using whole-school and departmental data tracking systems;
- To coordinate colleagues within the curriculum area in identifying underachieving students and the implementation of appropriate mentoring/intervention programmes as required;
- To ensure that reporting deadlines are met by all colleagues within the curriculum area, and that where students are not making expected progress they and their parents receive clear information on how they can improve;
- To review student targets/"Flight Paths" after every assessment period and in light of amendments to national performance data as appropriate;
- To liaise with colleagues within the curriculum area and the Leadership Team Line Manager before making amendments to student targets/"Flight Paths";
- To liaise with the SENCO and their team in order to ensure that the specific needs of SEND students within the curriculum area are being met, and to ensure effective transition between Key Stages.
- To produce reports on external examination performance for the Leadership team and Governing Body compared to internal projections and national performance data e.g. A8 Estimates and other comparative data sets;
- To produce reports for the Leadership team and Governing Body on the progress being made by students currently on roll.

## **Quality Assurance**

- To establish departmental expectations relating to teaching and assessment practice, marking and feedback, and homework in accordance with whole-school standards and expectations;
- To monitor the implementation of whole-school and departmental expectations and the quality of teaching, learning and assessment through lesson observations/learning walks, work scrutinies, student interviews, surveys and parental feedback;
- To identify areas of effective practice to be shared within the curriculum area, and areas of practice that require development or urgent action;
- To complete self-evaluation reports (SEF) for the Leadership Team and Governing Body relating to the quality of teaching, learning and assessment, external examination performance and the progress being made by students currently on roll as appropriate;
- To produce departmental improvement and action plans (DIP/DAP) based upon departmental self-evaluation to develop and enhance the curriculum, quality of teaching, learning and assessment and/or to improve student progress as appropriate;
- To participate in and contribute to whole-school quality assurance procedures, e.g. lesson observations beyond the curriculum area, as appropriate;
- To produce reports for the Leadership team and Governing Body on the impact of departmental improvement and action plans (DIP/DAP) and mentoring/intervention programmes and as appropriate.

## **Communications and Marketing**

- To ensure that all members of the curriculum area are familiar with its aims and objectives;
- To work with colleagues to formulate aims, objectives and strategic plans for all aspects of the curriculum area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the academy;
- To ensure effective communication/consultation as appropriate with all stakeholders including students, parents, colleagues, governors;
- To represent the curriculum area's views and interests, and to provide updates relating to curriculum development, student performance and the quality of teaching, learning and assessment at leadership meetings, Governor's meetings and other relevant forums.
- To lead the development of effective curriculum links with partner schools and the community, attending where necessary liaison events in partner schools, and the effective promotion of RS at Open Days/Evenings and other events;
- To contribute to the academies marketing activities, e.g. the collection of material for press releases.

### **Other Curriculum Leader duties**

- To implement whole-school policies and procedures (e.g. Equal Opportunities), initiatives and aspects of the School Improvement Plan relevant to the curriculum area;
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the curriculum area are in line with statutory requirements and are updated where necessary through liaison with the School's Site Manager;
- To lead and manage the business planning function of all aspects of the curriculum area, and to ensure that the planning activities of the curriculum area reflect the needs of students within the curriculum area, including School Improvement Plan/Departmental Improvement Plan and the aims and objectives of the academy;
- To liaise with the Leadership Team Line Manager and/or Exams Officer to maintain accreditation with the relevant examination and validating bodies;
- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the curriculum area budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

### **METHODS OF WORKING**

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- To maintain an awareness of Safeguarding Children and Every Child Matters initiatives;
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



## CITY OF DERBY ACADEMY

### PERSON SPECIFICATION

	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> <li>Honours Degree</li> <li>PGCE (or equivalent)</li> <li>GCSE Maths and English C or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of relevant and ongoing CPD</li> </ul>	Certificates
Knowledge	<ul style="list-style-type: none"> <li>Subject and curriculum knowledge</li> <li>Planning for students across the ability range, and for those with SEND/EAL</li> <li>Using formative and summative assessment to improve student outcomes</li> <li>Effective behaviour management strategies</li> </ul>	<ul style="list-style-type: none"> <li>New RS GCSE specifications</li> <li>Knowledge of current issues and recent developments in the curriculum area</li> </ul>	Application form Interview Observation
Experience	<ul style="list-style-type: none"> <li>Mainstream teaching 11-16</li> <li>Teaching across the ability range</li> <li>Teaching examination classes</li> </ul>	<ul style="list-style-type: none"> <li>Middle Leader responsibilities e.g. developing the teaching practice of others, writing improvement plans, etc.</li> <li>Experience of a pastoral / form tutor role.</li> <li>RS GCSE examiner experience</li> </ul>	Application form Interview
Skills & Qualities	<ul style="list-style-type: none"> <li>Interpersonal</li> <li>Negotiating</li> <li>Communication (Oral &amp; Written)</li> <li>Delegation</li> <li>Team Work</li> <li>Self-Motivation</li> <li>Flexible</li> <li>Organisation &amp; Planning</li> <li>Creativity &amp; Problem Solving</li> <li>Reflective</li> </ul>		Application form Interview

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_