



Head of Religious Studies
Queen Elizabeths Grammar School
Permanent
1.0FTE
MPS/UPS & TLR 2.3

QEGSMAT are seeking to appoint an enthusiastic 1.0FTE Head of Religious Studies to join our hardworking and high achieving team at Queen Elizabeths Grammar School.

Within this exciting opportunity, you will be accountable for student progress and development within the curriculum area across all year groups 7-13. You will be committed to developing teaching and learning strategies and refining assessment methods. You will be an excellent communicator, who works in partnership with colleagues, students and parents to create a high performance-learning environment that delivers educational excellence.

We are looking for a dynamic Head of Department with the passion and enthusiasm to deliver high quality lessons in the curricular area. You will have a commitment to the education of young people both within a subject area and in their pastoral care as a tutor. The ethos and values of Queen Elizabeth's Grammar School are important to the staff, students, and local community; the successful candidate will promote and adhere to these values. Most importantly, the successful candidate will enjoy teaching young people and be a visible member of the teaching staff.

Nestled in the picturesque Derbyshire Dales in the idyllic town of Ashbourne, Queen Elizabeth's Grammar School, is an academic and vibrant rural comprehensive school with a very successful Sixth Form.

Queen Elizabeths Grammar School is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

Why work for us?

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.

- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with access to Teacher Pension Scheme employer contributions of 23.68% for Teachers.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>

Please be aware, the School/Trust may also consider performing an online presence check as part of their pre-employment checks.

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call Sarah Smit tel:01335 343685. Further details about our school can be found on our website: <https://www.queenelizabeths.derbyshire.sch.uk/>

To apply for this position, please visit our Trust Website (<https://www.qegsmat.com/current-vacancies/>) where you can apply via TES.

Closing date for applications: Sunday 1ST October 2023 at 11.59pm

Interview date: Thursday 5th October 2023

Salary: MPS/UPS & TLR 2.3

Potential Start date: 1st January 2023



JOB DESCRIPTION

Post Title:	Head of RS 1.0FTE
Reporting to:	Deputy Headteacher
Responsible for:	Teaching staff and other relevant personnel within the curriculum area
Scale:	Main Pay Range (post-threshold Upper Pay Range) & TLR 2.3
Disclosure Level:	Child Workforce - Enhanced, Childs Barred list

Purpose of the post:

- Raise standards of student attainment and achievement within all specific year groups in the RS curriculum and to monitor and support student progress;
- Be accountable for student progress and development within all specific year groups in the RS curriculum area;
- Develop and enhance the teaching practice of others;
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying all aspects of all specific year groups in RS, in accordance with the aims of the school and the curricular policies determined by the Trust and Head of the Academy;
- Be accountable for leading, managing and developing all specific year groups in the RS courses
- Effectively manage and deploy teaching/support staff, financial and physical resources within the curriculum area to support all specific year groups in the RS courses.

Main Duties

Operational/ Strategic Planning

- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in all specific year groups in the RS curriculum area;
- The day-to-day management, control and operation of course provision with all aspects of all specific year groups in the RS curriculum area, including effective deployment of staff and physical resources;
- Actively monitor and follow up student progress;
- Implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH etc.;

- Work with colleagues to formulate aims, objectives and strategic plans for all aspects of all specific year groups in the RS curriculum area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School;
- Lead and manage the business planning function of all aspects of all specific year groups in the RS curriculum area, and to ensure that the planning activities of the curriculum area reflect the needs of students within the curriculum area, including Academy Improvement Plan/Curriculum Area Improvement Plan and the aims and objectives of the School;
- Ensure that Health and Safety policies and practices, including Risk Assessments, throughout the subject area are in line with national requirements and are updated where necessary, therefore liaising with the School's Site Manager.

Curriculum Provision

- Liaise with the Assistant Headteacher to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which compliments the Academy Improvement Plan;
- Be accountable for the development and delivery of all aspects of all specific year groups in the RS curriculum area;
- Ensure continuity and progression of learning across all aspects of all specific year groups in the RS curriculum area.

Curriculum Development

- Lead curriculum development for all aspects of all specific year groups in the RS curriculum area;
- Keep up to date with national developments in all aspects of all specific year groups in the RS curriculum area and teaching practice and methodology;
- Actively monitor and respond to curriculum development and initiatives at national, regional and local levels;
- Liaise with the Assistant Headteacher to maintain accreditation with the relevant examination and validating bodies;
- Be responsible for the development and implementation of the national strategy within all aspects of all specific year groups in the RS curriculum area.

Staffing

Staff Development:

Recruitment/ Deployment of Staff

- Work with the Assistant Headteacher to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs;
- Be responsible for the efficient and effective deployment of any Curriculum area support staff;
- Undertake Appraisals and to act as appraiser for members of staff within the designated curriculum area;
- Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the curriculum area liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the curriculum area;
- Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures;
- Promote teamwork and to motivate staff to ensure effective working relations;
- Participate in the school's Initial Teacher Training programme as and when applicable;
- Be responsible for the day-to-day management of staff within the designated curriculum area and act as a positive role model.

Quality Assurance:

- Ensure the effective operation of quality control systems;
- Establish the process of the setting of targets within all aspects of all specific year groups in the Maths curriculum area and to work towards their achievement;
- Establish common standards of practice within the curriculum area and develop the effectiveness of teaching and learning styles in all subject area within the curriculum area;
- Contribute to the School procedures for lesson observation;
- Implement School quality procedures and to ensure adherence to those within the curriculum area;
- Monitor and evaluate all aspects of all specific year groups in the RS curriculum area in line with agreed school procedures including evaluation against quality standards and performance criteria;
- Actively seek and implement modification and improvement where required;
- Ensure that the Curriculum area's quality assurance procedures meet the requirements of the Self Evaluation Form and the School Improvement Plan.

Management Information

- Ensure the maintenance of accurate and up-to-date information concerning all aspects of all specific year groups in the RS curriculum are on the management information system;
- Make use of analysis and evaluate performance data provided;
- Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken;
- Produce reports within the quality assurance cycle for all aspects of all specific year groups in the RS curriculum area;
- Produce reports on examination performance, including the use of value-added data;
- Conjunction with the Assistant Headteacher, to manage all aspects of all specific year groups in the RS curriculum area collection of data;
- Provide the Senior Leadership with relevant information relating to all aspects of all specific year groups in the RS curriculum area performance and development.

Communications

- Ensure that all members of the curriculum area are familiar with its aims and objectives;
- Ensure effective communication/consultation as appropriate with the parents of students;
- Liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies;
- Represent the Curriculum area's views and interests.

Marketing and Liaison

- Contribute to the School liaison and marketing activities, e.g. the collection of material for press releases;
- Lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events;
- Actively promote the development of effective subject links with external agencies.

Management of Resources

- 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.

Pastoral System

- Monitor and support the overall progress and development of students within all aspects of all specific year groups in the RS curriculum area;
- Monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary;
- Act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description;
- Contribute to Citizenship within the Wellbeing framework;
- Ensure behaviour and rewards are implemented in the curriculum area so that effective learning can take place.

Teaching

Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. (Ref: Job Description – Teacher)

Additional Duties

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 to follow this example.

Other Specific Duties

- Continue personal development as agreed;
- Engage actively in the performance review process;
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified;
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description;



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Person Specification – Head of RS

Criteria	Essential	Desirable	Evidence
Qualifications	Honours degree or equivalent Teaching qualification Involvement in recent professional development	Evidence of relevant and ongoing CPL	Certificates
Experience	Good to Outstanding Teacher of RS at GCSE and A' Level Experience of 11-18 age range Exam board assessment and procedure Responsibility for developing and/or leading course components ICT Literate Experience of recent curriculum development Involvement in teaching examination classes	Experience of leading a department	Application form Interview
Skills	Highly competent teacher Familiar with a variety of teaching and learning styles Motivate and earn the respect of students of all abilities	Leadership and Management	Application form Interview Observation
Knowledge	Excellent subject and curriculum knowledge Ability to plan for students across the ability range Using formative and summative assessment to improve student outcomes	New GCSE Specifications Knowledge of current issues and recent developments in the curriculum area	Application form Interview Observation

Personal qualities	Enthusiasm for the subject and the ability to enthuse students Have an interest in Information Technology and its applications to education Keen to make an extra-curricular contribution Ability to challenge discriminatory practice Commitment to comprehensive education Commitment to equal opportunities A concern to help each child develop their full potential		Application Interview
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PRINT NAME _____

SIGNATURE _____

DATE _____