



Job Description

Abbot's Hill School recognises the importance played by each member of staff in achieving its overall aims and objectives and recognises that a clear summary of duties, roles and responsibilities will assist job holders in making their best personal contribution. Job descriptions should be reviewed on a regular basis and amended as appropriate.

Job Title	Head of Department - Religious Studies <i>This description should be read alongside the generic job description for a Senior School teacher, the duties of which are expected to be performed alongside the specific duties shown below, which relate to the role of Head of Department.</i>
Responsible to	Deputy Head
Date Required	September 2019
Purpose of Role	The Head of Department, through effective planning, teaching communication, management of resources and organisation of the curriculum is responsible for the development of his or her subject throughout the Senior School, (integrating with the Prep School as appropriate) ensuring that each pupil is positively encouraged to develop their potential to the full.
Key Relationships	<p>Internal:</p> <ul style="list-style-type: none"> Deputy Head Head of Pupil Progress & Welfare Assistant Head Senior SENCO & Senior School Learning Support Co-ordinator Examinations Officer Professional Tutors Teachers in the department Subject Co-ordinator in Prep School <p>External:</p> <ul style="list-style-type: none"> Parents and guardians
Staff Responsibility	All staff teaching within the department and any subject specific support staff.
Main responsibilities/duties	<p>Learning and Teaching</p> <ul style="list-style-type: none"> • To establish and promote the philosophy, aims and ethos of the department whilst embracing the philosophy and mission statement of the whole School. • To monitor and develop the quality of teaching and learning within the department by supporting, coaching, appraising, organising training, nurturing talent and seeking ways to improve staff, teaching standards and results. • To promote personalised learning by encouraging the use of teaching and learning strategies which develop the competence and confidence of every pupil. • To ensure the effective deployment of staff and classes within the department. • To set expectations and targets for staff and pupils in relation to standards of pupil achievement and the quality of teaching. This includes updating the Gold Standard lesson template.

Main responsibilities/duties

(continued)

- To undertake an annual review of the department's work including the production of a written report for the Education Committee, analysing the results of public examinations and contributing ideas for improvement.
- To promote the effective use of ICT within the department.
- To ensure that work is provided for classes of absent colleagues and that cover is arranged in accordance with the school's agreed procedures.

Curriculum

- To provide schemes of work which include BLP and to ensure continuity and progression in the subject for all pupils, including those of high ability and those with specific learning support needs.
- To ensure that department members adhere to school policies.
- To ensure that assessment and tracking is both regular and thorough and that full records of work done by members of the department and pupils are maintained.
- To use value added data as a means of reflecting on and improving provision within the department.
- To ensure that the department meets the curriculum requirements both for the School and the Awarding body.
- To enter pupils for public examinations, submitting appropriate coursework/NEAs/practical assessments and associated administration and ensure that pupils are effectively prepared within the specified deadlines.
- To organise the setting and marking of school examinations.
- To keep abreast of developments in the subject and encourage worthwhile innovation.
- To oversee the organisation of curriculum enrichment activities – trips, visiting speakers, workshops etc. (and cultural visits and exchanges if appropriate) and ensuring that these go into the school calendar as appropriate.

Quality Assurance

- To check that members of the department have adhered to the timings and deadlines for Grade Cards and reports and to take a sample of them for quality assurance purposes before the deadline.
- To monitor and evaluate the department in line with agreed procedures including lesson observations, learning walks and work scrutiny.

Pastoral

- To liaise with the SENCO and Head of Pupil Progress & Welfare and to ensure the needs of all learners are met within the department.
- To respond to parental enquiries and concerns by telephone, letter or email as appropriate and be able and available to consult with parents as necessary.
- To ensure there is timely communication with pupils, parents and staff concerning events, organisation and any changes to arrangements.
- To apply the School Behaviour Policy so that effective learning can take place.

Self and Others

- To contribute appropriately to Heads of Department meetings and Working Parties/Committees.
- To conduct regular departmental meetings ensuring that accurate minutes are produced and disseminated.

<p>Main responsibilities/duties</p> <p>(continued)</p>	<ul style="list-style-type: none"> • To produce, monitor and evaluate the Departmental Development Plan in line with the School Improvement Plan and budgetary allowance having been previously involved in contributing to developing and making recommendations for the School budget. • To produce and keep up to date the Department Handbook, schemes of work, G&T folder and policies. • To administer the annual performance management of staff in the department as required. • To ensure there is effective communication between the department, School committees/working parties, the Leadership Group, Senior Management and the Prep School. • To arrange regular meetings with the Prep School Subject Co-ordinator ensuring that accurate minutes are produced and disseminated. • To supervise the work of support staff, where applicable. • To ensure that departmental teaching areas present a stimulating environment including the preparation of activities and up to date displays for Open Days. • To ensure the department contributes to the school's extra-curricular programme. • To carry out risk assessments and classroom monitoring to help ensure the Health and Safety of pupils and staff. • To participate in the appointment of new staff and support new staff entering the department, including trainee teachers.
<p>Additional requirements</p>	<ul style="list-style-type: none"> • To contribute to the extra-curricular programme and after school clubs. • To support activities within the School. • To participate in duty rosters as required e.g. break and lunch duties, prep. • To attend School Open Mornings/Afternoons and other major School events such as GCSE Presentation evening, Carol Service, Commemoration Day, etc. • To meet with partner secondary and primary schools, to promote positive sustainable partnerships that will enhance the provision or enrichment across the School. • To contribute to School marketing activities .e.g. School prospectus and material for the website, newsletters, press releases, etc.
<p>General requirements</p>	<ul style="list-style-type: none"> • To carry out all duties in accordance with Abbot's Hill School's Health and Safety Policy and Procedures and in accordance with Health and Safety Legislation as appropriate • To comply with Abbot's Hill School's operating policies and procedures as issued from time to time • To be part of a Tutor team and provide pastoral support for their pupils in their care (Unless other responsibilities preclude this) • To carry out any other duties that might reasonably be required from time to time according to the needs of the School.
<p>Knowledge and experience</p>	<ul style="list-style-type: none"> • Qualified Teacher Status. • Effective teaching experience to GCSE. • Excellent communication and interpersonal skills. • Ability to prioritise and meet deadlines. • Pro-active and highly organised. • ICT literate with excellent administrative skills. • Self-motivated, with a commitment to continuous improvement.

Skills required	<ul style="list-style-type: none"> • Demonstrates leadership and personal responsibility by motivating, raising awareness, showing drive and determination, initiative, the ability to foster team-spirit and gain commitment from others, being adaptable and showing good judgement. • Works effectively with others by allocating and delegating work fairly and according to others' strengths, treating people fairly and sensitively, developing good working relationships, sharing knowledge and information, supporting and encouraging, being a good team member, appraising people fairly and managing conflict where it arises. • Gets the job done: delivering what is required on time and to the appropriate standard by forecasting and producing plans, monitoring progress against these and reviewing performance, gathering and analysing information, creating solutions and managing change. • Manages resources effectively; time, people, equipment, ICT, information, knowledge, budget and accommodation. • Communicates clearly by conveying messages effectively, listening carefully and responding to feedback, representing the department and school professionally, persuading and influencing, negotiating to achieve the best outcome.
Checking Process	<p>The successful candidate will be expected to undergo pre-employment checks including Disclosure and Barring checks, will be required to present a continuous work history record and to provide references acceptable to Abbot's Hill School</p>
Privacy Notice	<p>For information, the School's Privacy Notice can be found at: https://www.abbotshill.herts.sch.uk/wp-content/uploads/2018/05/Privacy-Notice-including-Appendix.pdf</p>