



THE GREY COAT HOSPITAL

CHURCH OF ENGLAND COMPREHENSIVE SCHOOL FOR GIRLS



Head of Religious Education

Brief

The Grey Coat Hospital's aim is to 'enable students to take charge of their learning, make decisions based on Christian values, live in the world as independent women, and meet the challenges of the twenty first century'.

The successful candidate will be someone who has strong leadership skills who can ensure consistent high standards in the RE department, raise the profile and importance of RE across the whole school and contribute to the Church of England ethos of the school. The RE department is extremely well established and successful, comprising of a very motivated team. The subject is compulsory at GCSE for all students and very popular at A level.

We are looking for someone who:

- is an outstanding classroom teacher across all Key Stages and abilities
- is well-informed about the history of and recent developments in RE
- understands the SIAMS framework and the need for RE in Church schools to be distinctive
- is articulate, persuasive and commanding in a public setting
- is effective at managing to support and develop the RE team, with a clear vision for success
- displays a commitment to excellence across the ability range
- is highly organised and can work without prepared materials
- can plan strategically in order to target, address and manage underperformance
- has excellent leadership skills and a proven track record of improvement

General - the following duties shall be deemed to be included as part of professional duties:

- to implement the school's agreed policies
- to maintain effective discipline through implementation of the school's agreed procedures
- to carry out a share of supervisory duties in accordance with published rosters
- to plan and prepare lessons
- to teach, according to their educational needs, the students assigned to him/her, including the setting and marking of work
- to assess, record and report on the development, progress and attainment of students, including records on student attendance at lessons together with class and homework set and undertaken
- to carry out the role of form tutor as required



- to participate in meetings arranged for any of the purposes above

Specific Responsibilities as Head of Department

General

- To oversee the writing of reports, provision of subject/year information to parents, attendance at parents' meetings and response to parents' enquiries by the department
- To implement the school's agreed policies
- To maintain effective discipline through implementation of the school's agreed procedures
- Carry out a share of supervisory duties in accordance with published rosters

Staff

- To promote development and training opportunities for the department
- To take an active part in the school's performance management programme, both as appraiser and as appraisee
- To enable members of the team to receive appropriate professional development and training
- To induct ECTs as required
- To co-ordinate training of ATs as required (Associate Teachers i.e. trainee teachers)
- To line manage members of their department

Communication and Meetings

- To attend middle leadership and other meetings as appropriate
- To conduct team meetings, ensuring the provision of agendas and minutes
- To ensure the discussion and transmission of departmental issues and policies to all relevant parties
- To support effective communication by forwarding minutes and conclusions of meetings and any other documentation or memos to the relevant members of the department, to senior management and to other members of middle management
- To represent the department as required at external network meetings (such as at the London Diocesan Board for Schools)

Curriculum

- To lead the department through effective teaching, professional vision and knowledge
- To plan with the team for the development of the department



- To design and implement a coherent RE curriculum for every student on roll
- To maintain and develop schemes of work within the framework of the Education Act and guidance from the Church of England Board for Education and according to the requirements of examination boards, working collaboratively with the whole team
- To arrange, in consultation with members of the department, the deployment of department members in the timetable
- To organise the arrangement of classes within the school's agreed policies
- To oversee SEND and EAL provision so that all students are appropriately challenged
- To support members of the department in managing behaviour within the school's agreed procedures
- To monitor the quality of teaching and learning within the department
- To oversee the organization of enrichment activities such as trips and visitors
- To ensure that curricular records are kept and reports written
- To ensure that Health and Safety issues are properly understood and procedures followed effectively and consistently

Finance

- To monitor expenditure and keep an inventory of equipment, textbooks and all other resources
- To oversee the provision and maintenance of effective resources for learning: textbooks, students' materials, online resources within the school site, equipment, rooms

Curriculum

GCSE AQA (Specification A (Christianity & Islam))

A Level Edexcel (Philosophy of Religion, Religious Ethics, New Testament Studies)

Education and Qualifications

- Degree or equivalent
- Qualified Teacher Status

We are committed to diversity and inclusion and welcome applications from all communities.

**The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.
An enhanced DBS disclosure is required for all posts.**

Canvassing any employee, or member of the Governing Body, directly or indirectly is prohibited and will be considered as a disqualification.

