



# Lord Lawson of Beamish Academy

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**Principal:** Dr Andrew Fowler BA, MA, MSc, PhD, PGCE, FRSA

## Job Description

**Job Title:** Subject Leader – Religious Education  
**Salary Scale:** MPS/UPS + TLR2b  
**Contract Type:** Permanent, Full Time  
**Line Manager:** Principal, Assistant Principal Teaching and Learning

## Purpose of the role

To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.  
To be accountable for student progress and development within the subject area.  
To develop and enhance the quality of teaching in the department.  
To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the Academy and the curricular policies determined by the Governing Body and Principal of the Academy.  
To be accountable for leading, managing and developing the subject/curriculum area.  
To effectively manage and deploy teaching staff, financial and physical resources within the department to support the designated curriculum portfolio.  
To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

## Key Responsibilities

### Operational and Strategic Planning

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress
- To implement Academy Policies and Procedures, e.g. Equal Opportunities, Health and Safety, etc.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy.
- To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, SDP/DDP and the aims and objectives of the Academy.
- To link with the appropriate staff to ensure that the work in the curriculum area fully reflects the Academy's distinctive ethos and mission.

- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the Academy's Health and Safety Manager.

### **Curriculum Provision**

- To liaise with the Assistant Principal Teaching and Learning, the Assistant Principal Curriculum and the Deputy Principal Quality of Education to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme, which complements the Academy Improvement Plan/Academy Evaluation.
- To be accountable for the development and delivery of the subject area.
- To organise a programme of extra-curricular activities which enhance the curriculum.

### **Development**

- To lead curriculum development for the department. As part of this, to organise SOW's that include a variety of pedagogical styles. To do this in consultation with the departmental members.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Assistant Principal as above to maintain accreditation with the relevant examination and validating bodies.
- To be responsible for the development of Key Skills in the subject area.
- To ensure that the development of the department subject is in line with national developments.

### **Staffing**

#### **Recruitment/Development and Deployment**

- To work with the Assistant Principal Teaching and Learning to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the Department's staff.
- To undertake Appraisal Review(s) and to act as reviewer for the teaching staff within the Department.
- To ensure appropriate work is available for classes when staff are absent, liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with Academy procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the Academy's ITT programme.
- To be responsible for the day-to-day leadership and management of staff within the designated department and act as a positive role model.

### **Student Development System**

- To monitor and support the overall progress and development of students within the department.
- To 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.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to PSHE, citizenship and enterprise according to Academy policy.

- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.

### **Quality Assurance**

- To ensure the effective operation of quality assurance systems.
- To establish the process of the setting of targets within the department and to work towards their achievement.
- To organise a programme of intervention which systematically seeks to address areas of underachievement across the board, but especially at KS4.
- To effectively liaise with pastoral staff relating to issues of underachievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning strategies within the department.
- To contribute to the Academy procedures for lesson visits/learning walks, student voice and work scrutiny.
- To implement Academy quality assurance procedures and to ensure adherence to those within the department.
- To monitor and evaluate the curriculum area/department in line with agreed Academy procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the Department's quality assurance procedures meet the requirements of Self Evaluation and the Strategic Plan.

### **Management: Information and Resources**

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken.
- To write reports within the quality assurance cycle for the department.
- To write reports on examination performance, including the use of value-added data.
- In conjunction with the senior leader line manager, evaluate the Department's collection of data.
- To provide the Governing Body with relevant information relating to the Departmental performance and development.
- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the Assistant Principal Curriculum in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.

### **General Duties**

#### **Communications**

- To ensure that all members of the department are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner Academies, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To represent the Departments views and interests.

## Marketing and Liaison

- To contribute to the Academy liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner Academies and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.

## Safeguarding

- Promote the safety and wellbeing of students and help to safeguard students' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy.
- Promote the safeguarding of all students in the school.
- Ensure that appropriate reasonable adjustments are made where necessary for students.

## General

- Equal Opportunities: the academy has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.
- Health and Safety: the academy is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.
- Confidentiality: the academy is committed to maintaining the privacy of all its staff and pupils. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

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

All staff are required to follow school policies and the staff code of conduct.

This job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of tasks, and the postholder may be required to carry out other duties appropriate to the role.

This job description may be amended at any time in discussion between the Principal or Line manager and the employee and will be reviewed annually before the commencement of the next appraisal cycle.