

Alridha Foundation Job Description

Post Title: Head of Religious Education

Purpose:

- To raise standards of pupil attainment and achievement within the curriculum area and to monitor and support pupil progress at Harrow Primary School, Salam Nursery and various branches of Al-Ridha Schools.
- To be accountable for pupil progress and development within the subject area.
- To develop and enhance the teaching practice of others in all educational institutions that the Foundation runs in the UK.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body, Alridha Foundation Board of Trustees and Head Teacher of the school.
- To be accountable for leading, managing and developing the subject/curriculum area.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department.

Reporting to: Alridha Foundation Board of Trustees

Responsible for: Subject teaching staff and subject support staff at Harrow Primary School, Salam Nursery and various branches of Al-Ridha Schools.

Liaising with: Head/Deputies, other Heads of Department, Heads of Year, Pupil Support Services, relevant teaching and support staff, diocese, other agencies, parents.

Working Time: Full-time.

Salary/Grade: £45,000 - £54,000 p.a.

Disclosure Level: Enhanced.

MAIN DUTIES

Operational/Strategic Planning:

- To be responsible for the development of appropriate syllabuses, resources, schemes of work, marking policies, homework policy, assessment, assessment for learning, teaching & learning strategies in the department.

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- The day-to-day management, control and operation of course provision within the department, including the effective deployment of staff and physical resources.
- To actively monitor and follow up pupil progress.
- To implement all School Policies and Procedures.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils and to the aims, objectives and plans of the school.
- To work with the SLT to ensure that the work in the curriculum area actively contributes to the school's distinctive Islamic ethos and mission.

Curriculum Provision:

- To liaise with the Head and SLT Link to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan and includes each of the five subjects; Fiqh, Akhlaq, Aqaed, History and Hadith.
- To be accountable for the development and delivery of curriculum subjects.
- To ensure scheme of work includes spiritual, moral, social and cultural developments as well as promoting diversity, equality and Citizenship through the Islam and Citizenship Education (ICE) programme.

Curriculum Development:

- To lead curriculum development for the department.
- To keep up to date with national developments in the subject area and teaching practice and methodology particularly those developed by Alridha Foundation where training will be provided.
- To actively monitor and respond to curriculum development and initiatives at national, regional, diocesan and school levels.
- To liaise with the relevant staff to maintain accreditation with the relevant examination and validating bodies.
- To prepare and update subject materials.
- To contribute to school policies.

STAFFING

Staff Development: Recruitment/Deployment of Staff

- To promote teamwork and to motivate staff to ensure effective working relations.

- To be responsible for the day-to-day management of departmental staff and act as a positive role model.
- To work with the SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To deliver/support/arrange departmental professional development.
- To be responsible for the efficient and effective deployment of staff.
- To undertake Appraisal Review(s) and to act as team leader for departmental staff.
- To make appropriate arrangements for classes when staff are absent.
- To participate in the review process for teaching posts when required and to ensure the effective induction of new staff.
- To participate in the school's Initial Teacher Training programme.

Management Information:

- To make use of analysis and evaluate performance data provided.
- To produce regular reports for the SLT line manager.
- To determine teaching groups in consultation with SLT.
- To provide the Governing Body/Board, either in writing or in person, with relevant information relating to the departmental performance and development.

Communications:

- To ensure that all members of the department understand and commit to its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of pupils.
- To chair departmental meetings and arrange for appropriate information to be reported to the SLT.
- To attend and contribute to Head of Department meetings and to relate issues to departmental staff.
- To represent the department's views and interests.

Marketing and Liaison:

- Effective promotion of subject at Open Days/Evenings and other events such as Quran competitions.
- To actively promote the development of effective subject links with external agencies.
- To publicise the work and extra-curricular activities of the department through school newsletter, website, notice boards etc. and through local press especially that of the local community in mosques.

Additional Duties:

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

Other Specific Duties:

- To contribute to whole school CPD.
- To continue individual professional development.

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.