

JOB DESCRIPTION

Job Title:	Head of Religious Studies
Reports to:	Deputy Head Academic
Responsible for:	Religious Studies Department (KS1-KS4)
Teaching Commitment:	KS2-GCSE
Contract:	Part- or potentially full-time
Start date:	September 2027

Job Purpose

The Head of Religious Studies is responsible for the strategic leadership, management and development of Religious Studies across the School, ensuring a dynamic, engaging and academically rigorous curriculum from Key Stage 1 through to Key Stage 4. The successful candidate will inspire pupils of all abilities, foster intellectual curiosity and ethical understanding, and promote respect for diverse beliefs and worldviews.

The postholder will teach Religious Studies from KS2 to GCSE level and lead the department in all aspects of curriculum planning, assessment, resourcing, budgeting, reporting, health and safety, and educational visits.

Main Duties and Responsibilities

1. Leadership and Management

- Provide strategic vision and direction for Religious Studies across KS1-KS4.
- Lead the development, implementation and evaluation of the Religious Studies curriculum.
- Promote excellence in teaching and learning throughout the department.
- Monitor and evaluate pupil progress and attainment, ensuring high standards are achieved by all learners.
- Contribute to whole-school academic and pastoral initiatives.
- Keep abreast of developments in Religious Studies education and examination specifications, implementing best practice as appropriate.
- Represent the department at school events, meetings and open days.

2. Teaching and Learning

- Teach Religious Studies from KS2 to GCSE, delivering engaging, challenging and inclusive lessons.
- Foster pupils' critical thinking, ethical reasoning, cultural awareness and spiritual development.
- Prepare pupils effectively for external examinations and assessments.

- Differentiate teaching to meet the needs of pupils with varying abilities, including those with SEND, EAL and those who are more able.
- Use assessment data effectively to support pupil progress and inform teaching.
- Promote high standards of behaviour, engagement and achievement.

3. Curriculum Planning

- Develop and maintain schemes of work and resources across KS1-KS4.
- Ensure curriculum continuity and progression between key stages.
- Review curriculum content regularly to ensure relevance, rigour and compliance with statutory and examination requirements.
- Encourage cross-curricular links and enrichment opportunities.

4. Assessment and Reporting

- Oversee departmental assessment practices to ensure consistency and effectiveness.
- Monitor pupil attainment and progress across all year groups.
- Produce reports and provide feedback to parents that are accurate, informative and constructive.
- Prepare departmental analyses of examination outcomes and pupil performance.

5. Department Administration and Resources

- Manage and maintain departmental resources efficiently and effectively.
- Ensure teaching materials and resources are current, organised and accessible.
- Lead the planning and procurement of departmental resources.
- Maintain an ordered and stimulating learning environment.

6. Budget Management

- Prepare and manage the annual departmental budget.
- Ensure resources are purchased and utilised effectively, providing value for money.
- Monitor expenditure and maintain appropriate financial records.

7. Health & Safety

- Ensure compliance with all school health and safety policies and procedures.
- Undertake and maintain relevant risk assessments.
- Promote safe working practices within classrooms and during departmental activities.
- Ensure resources and facilities are used safely and appropriately.

8. Educational Visits and Enrichment

- Organise and lead educational visits, trips, fieldwork and enrichment activities that enhance the Religious Studies curriculum.
- Ensure appropriate planning, safeguarding procedures and risk assessments are completed.
- Develop links with local faith communities, organisations and places of worship where appropriate.
- Promote participation in co-curricular and enrichment opportunities.

9. Communication and Collaboration

- Maintain effective communication with pupils, parents and colleagues.
- Work collaboratively with staff across departments to enhance learning opportunities.
- Participate fully in staff meetings, professional development activities and school events.
- Contribute positively to the wider life of the School.

10. Wider Life of the School

- Undertake the role of Form Tutor, taking responsibility for the academic progress, pastoral welfare and personal development of a designated tutor group.
- Monitor pupils' wellbeing, attendance, behaviour and academic progress, maintaining regular communication with parents and colleagues as appropriate.
- Deliver the School's pastoral and personal development programme through tutor time and other designated opportunities.
- Attend and contribute to pastoral meetings, parent consultations, staff meetings, assemblies and other school events.
- Perform supervisory and pastoral duties, including break, lunchtime, before-school, after-school and other duties as directed by the School.
- Support and contribute to the co-curricular and enrichment programme, offering activities that enhance pupils' educational experience.
- Accompany and support residential visits, educational trips, fixtures and other school activities as required.
- Attend whole-school events including open mornings, prospective parent events, concerts, productions, prize giving and other key occasions within the school calendar.
- Actively promote and uphold the values, culture and reputation of St Hugh's School within the school community and beyond.
- Contribute positively to the collegial and collaborative culture of the School, supporting the professional development and wellbeing of colleagues.
- Undertake any other reasonable duties commensurate with the seniority and responsibilities of the post.

The Head of Religious Studies is expected to play a full and active role in the life of St Hugh's School, contributing to both its academic excellence and its vibrant pastoral and co-curricular programme.

11. General Responsibilities

- To attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population.
- To cover for absent colleagues when required.
- To ensure that you are familiar (with all school policies and the contents of the staff handbook).
- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times.

- Display correct staff identification at all times whilst on site.
- Adhere, at all times, to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors.
- Carry out any other reasonable duties as requested by the Headmaster or members of the School Leadership Team.
- Constantly appraise your professional performance, participating in training courses and keeping informed of current legislations and best practice in conjunction with the Deputy Head Academic, Headmaster and the Deputy Head, Operations.

This job description is intended to indicate the main duties and responsibilities of the post. It is not intended to be an exhaustive list and may be amended from time to time in accordance with the changing needs of the School.

Person Specification – Head of Religious Studies

Essential

- A good honours degree in Religious Studies, Theology, Philosophy or a related discipline.
- Qualified Teacher Status (QTS) or equivalent.
- Proven experience of teaching Religious Studies across multiple key stages, including GCSE.
- Excellent subject knowledge and enthusiasm for Religious Studies.
- Strong organisational and leadership skills.
- Experience of curriculum planning and assessment.
- Excellent communication and interpersonal skills.
- Commitment to safeguarding and promoting the welfare of children.
- Ability to inspire, motivate and challenge pupils.

Desirable

- Experience of leading a department or subject area.
- Experience within an independent school setting.
- Experience of organising educational visits and enrichment activities.
- Knowledge of current educational developments and examination specifications.