

<b>Post Title</b>	<b>Head of Department: Theology</b>
<b>Purpose</b>	<ul style="list-style-type: none"> <li>To lead the Theology department by proactive and positive management to ensure outstanding student experience and excellent outcomes.</li> <li>To act lead curriculum design and implementation across the department.</li> <li>To monitor and support the progress of students across the department, liaising with class teachers and Heads of Halls to implement interventions where appropriate.</li> <li>To fully participate in the College’s quality assurance processes.</li> <li>To teach on appropriate programmes and in other areas according to expertise and to contribute to curriculum development.</li> <li>To be a Tutor and to undertake tutorial duties in accordance with college policy.</li> </ul>
<b>Responsible to</b>	The Principal through the Head of Faculty, Head of Department and Head of Hall if working as a tutor.
<b>Liaising with</b>	Relevant staff with cross college responsibilities, e.g. Additional Learning Support staff, teachers within the department and faculty, Tutors, Heads of Hall, support staff and technicians.
<b>Remuneration/ remission</b>	<p>NJC spine points 1-9 (£31,568 - £48,783 per annum) + Head of Department Allowance (£2,480.28 per annum).</p> <p>From 01 April 2025 the NJC spine points 1-9 will increase to £32,178 - £49,725 per annum + Head of Department Allowance (£2,528.21 per annum)</p> <p>2 x periods remission</p>

<b>Context</b>
<p>The Theology department is part of the Humanities Faculty, which is made up by five subject areas. Each department has a distinct and readily recognisable character while all deliver the distinctive mission so important to Loreto College staff and students.</p> <p>The Theology department consists of by approximately 150 students and a number of teaching staff. The department follows the Eduqas specification, teaching three key units, Ethics, Philosophy and Christianity, which are assessed through three external exams.</p> <p>The department is an established and supportive environment for all. Staff strive to achieve strong outcomes for all students by setting high expectations and delivering an organised and engaging curriculum.</p>

**Main Duties and Responsibilities**

<b>Leading a Department</b>
<ul style="list-style-type: none"> <li>To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students in the Department, in accordance with the aims of the College and the curricular policies determined by the Governing Body and Principal of the College.</li> <li>To act as Head of Department lead curriculum design and implementation across the department, including effective implementation of consistent internal and external assessments, leading on standardisation/moderation activities.</li> <li>To lead the planning and implementation of assessment within the department in-line with the department’s Assessment Policy, ensuring that assessment takes place in a consistent and timely manner across the department and leading on standardisation/moderation activities.</li> <li>To monitor and support the progress and achievement of students across the department, implementing interventions where appropriate and liaising with pastoral teams where necessary.</li> <li>To analyse and evaluate student outcomes identifying and disseminating good practice and identifying and addressing areas for improvement.</li> <li>To manage the work of teaching personnel in the department, including timetabling and performance management duties.</li> </ul>

- To ensure the recruitment and deployment of teaching staff and the deployment of the financial and physical resources to support the department and in line with Safer Recruitment policies.

### **Teaching and Learning**

- To undertake an appropriate programme of quality-first teaching in accordance with the duties of a standard scale teacher, to deliver outstanding provision and support students to realise their potential.
- To undertake the assessment and recording of students' work and give timely feedback in line with the department's Assessment Policy.
- To monitor and support the progress and development of students as a teacher within the context of the academic and student support/tutorial structure.
- To establish positive and respectful relations with all students, ensuring positive behaviour for learning and helping to develop students' enthusiasm, confidence and motivation.

### **Curriculum Planning, Development and Delivery**

- To liaise with the Vice Principal: Curriculum & Quality and the Assistant Principal: Curriculum to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective qualification which complements the College's strategic objectives.
- To be responsible for the development and delivery of the Theology curriculum, including managing the development of resources, schemes of work, marking policies and teaching strategies in the department in line with awarding organisation specifications.
- To actively monitor and respond to curriculum developments and initiatives at national, regional and local levels.
- To actively monitor and follow up student punctuality, absences and withdrawals and to support positive student behaviour for learning.
- To ensure that differentiated learning materials are provided and that effective support is provided to students, including meeting SEND/EHCP needs.
- To implement College Policies and Procedures e.g. Equality and Diversity, Safeguarding, Health and Safety etc. as appropriate for the role.
- To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the College.
- To contribute to the organisation and delivery of departmental trips, activities and events.
- To foster the application of IT in the curriculum, including the development of materials for independent learning and contribute to the development and delivery of Skills for Life.

### **Staffing**

#### *Deployment of Staff*

- To promote teamwork and to motivate staff to ensure effective and professional working relations.
- To be responsible for the day-to-day management of staff within the designated area, including delegating tasks for curriculum development.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate work is set within the department or liaising with Heads of Faculty and other senior staff to secure supply cover.
- To participate in interview processes for teaching posts and ensure effective induction and review of new staff in line with College procedures and Safer Recruitment practices, including those for ECT staff.

#### *Staff Development*

- To work with the Vice Principal: Curriculum & Quality, Assistant Principal: Curriculum, Head of Faculty and the Learning & Development Manager to ensure that staff development needs are identified and appropriate programmes are designed to meet such needs.
- To complete all relevant new staff induction activities, staff development activities and performance management processes as directed.
- To complete all relevant staff development activities as set out by the Senior Leadership Team and undertake further staff development for example, Awarding Organisation training, as directed.
- To attend all appropriate MANCEP (Manchester Catholic Education Partnership) meetings.

### **Quality Assurance**

- To participate in all relevant quality assurance processes.

<ul style="list-style-type: none"> <li>• To lead the faculty/department through the self-assessment process using national benchmarks, completing robust analysis of students' outcomes and the department's work, celebrating strengths and identifying and planning to address areas for improvement.</li> <li>• To contribute to the College's procedures for lesson observations and learning visits, including work scrutiny.</li> <li>• To implement common standards of practice within the faculty/department and develop highly effective teaching, learning and assessment.</li> <li>• To lead or contribute to internal and external verification systems where appropriate, including keeping accurate records in accordance with College procedures and as directed by, for example, Awarding Organisations.</li> </ul>
<b>College Information and Administration</b>
<ul style="list-style-type: none"> <li>• To ensure, as relevant, the maintenance of accurate and up-to-date student information.</li> <li>• To collect, analyse and evaluate performance data, and implement actions for improvement where appropriate.</li> <li>• To contribute to reports within the quality assurance cycle, including those on examination performance, value-added data and other outcomes.</li> <li>• In conjunction with the Head of Faculty, to take responsibility for decisions regarding entry of students for external examinations and for checking details of examination entries.</li> </ul>
<b>Communications</b>
<ul style="list-style-type: none"> <li>• To liaise effectively with teaching staff, pastoral managers, Additional Learning Support and support staff where necessary.</li> <li>• To liaise with relevant external bodies as appropriate.</li> <li>• To ensure effective communication/consultation as appropriate with parents/carers of students.</li> </ul>
<b>Marketing and Liaison</b>
<ul style="list-style-type: none"> <li>• To contribute to the College's school liaison and marketing activities, including interviewing prospective students, contributing to Open Days, Taster Days, New Students' Days and Partnership High School events.</li> <li>• To link with external agencies as appropriate.</li> <li>• To contribute to the department's collection of data on student destinations as appropriate.</li> </ul>
<b>Management of Resources</b>
<ul style="list-style-type: none"> <li>• To manage and record the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the area's annual budget.</li> <li>• To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the College and students.</li> <li>• To work with College leaders to ensure that the faculty's/department's teaching commitments are effectively and efficiently timetabled.</li> <li>• To ensure an attractive and tidy working environment throughout the department.</li> </ul>
<b>Student Support</b>
<ul style="list-style-type: none"> <li>• To monitor and support students' progress, achievement and attendance, including through the use of the Student Log and liaison with pastoral staff as relevant.</li> <li>• To work as a Tutor, fulfilling the relevant duties and following guidance given by the Head of Hall.</li> <li>• To write UCAS and employment references for students as reasonably directed by the Head of Hall.</li> </ul>
<b>Other</b>
<ul style="list-style-type: none"> <li>• To support the aims and objectives of the College.</li> <li>• To attend meetings in accordance with the College meetings schedule.</li> <li>• To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the Loreto College contract.</li> <li>• To maintain high standards and a professional approach in accordance with the Department of Education's Teachers' Standards.</li> <li>• To ensure your 'online footprint', including use of social media, is in accordance with statements relating to personal and professional conduct within the Teachers' Standards.</li> </ul>

- To take all reasonable steps to ensure the security of any personal data relating to college employees or students, (either future, current or past) to which you have access, in line with the requirements of the college's Data Protection Policy and the General Data Protection Regulation (GDPR).
- The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
- This Job Description is subject to periodic review and amendment.

## Person Specification

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate, give examples of how the criteria have been met.

	Essential	Desirable	Method of assessment
<b>Experience</b>			
A good understanding of quality assurance processes and experience of using them effectively	✓		Application, interview
Evidence of high-quality teaching at an appropriate level, including consistently good/outstanding lesson observations	✓		Application, interview
Evidence of excellent student outcomes, including value-added, retention and student satisfaction, as appropriate	✓		Application, interview
<b>Skills and knowledge</b>			
Ability to lead, manage and motivate a team, to establish positive professional relationships and to motivate and value all staff	✓		Interview
Thorough and up to date knowledge of the relevant subject content and assessment criteria	✓		interview
Ability and willingness to support the overarching strategic aims of the college	✓		Interview
Ability to plan and operate strategically	✓		Interview
Ability to assess and evaluate the performance of others	✓		Interview
Ability to promote new ideas and continuous improvement	✓		Interview
Ability to negotiate and manage conflict	✓		Interview
Ability to appropriately delegate responsibility	✓		Interview
Ability to manage resources effectively	✓		Application, interview
Excellent standards of literacy and numeracy	✓		Application, interview
Ability to create high-quality materials to use within the department and to use these materials effectively	✓		Application, interview
Ability and willingness to support department trips and visits	✓		Application, interview
Ability and willingness to lead/attend staff INSET	✓		Application, interview
Ability to work with and motivate students	✓		Interview
Willingness to prepare candidates for qualifications with exceptional skills, dedication and altruism	✓		Interview
Ability to work positively with other staff as part of a team	✓		Interview
Excellent organisational and administrative skills and ability to meet deadlines	✓		Application, Interview
Ability and willingness to represent the College at internal and external events	✓		Application, interview
Excellent communication and listening skills	✓		Interview
A clear understanding of developments in post-16 education	✓		Application, interview
Evidence of commitment to Continuous Professional Development	✓		Application, interview
Familiarity with Microsoft Office applications (e.g. Word, PowerPoint, Excel, Teams, Outlook)	✓		Application, interview
Ability to teach a second subject		✓	Application, interview
<b>Qualifications</b>			
A relevant degree-level qualification or equivalent in an appropriate subject	✓		Application

A teaching qualification conferring QTS or QTLS (or allowing an applicant to work toward QTS/QTLS)	✓		Application
<b>Attitude and impact</b>			
Positive, enthusiastic, flexibility and tenacity with a wide range of tasks	✓		Interview
Willingness to follow advice from line managers	✓		Interview
A positive attitude to IT and a willingness to learn to use digital resources effectively	✓		Interview
Smart in appearance and manner	✓		Interview
<b>Personal</b>			
Practicing Catholic (for Theology/RE posts only)*	✓		Application, interview
Enhance DBS clearance #	✓		Pre-employment check
Two satisfactory references #	✓		Pre-employment check
Full and relevant career and education history	✓		Application
Ability to meet the requirements of the Immigration, Asylum and Nationality Act 2006 (to be legally employed to work in the UK)	✓		Application, pre-employment check
<p>The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.</p> <p>* In order to comply with the religious ethos of the College, this is a Genuine Occupational Requirement under the Equality Act 2010.</p> <p># To follow an initial offer of employment</p>			