



**The  
John Wallis**  
Church of England Academy



**Artsmark  
Gold Award**  
Awarded by Arts  
Council England



**National Nurturing  
School Award  
2025**



## Job Description

Job Title:	Head of RE
Reports to:	Director of Humanities
Responsible for:	Line Management of RE department staff
Salary range:	MPS/UPS plus TLR
Contract:	Full time, term-time only, Teachers T&C

Main purpose of the role:	The Head of RE will provide strong leadership in their subject area, providing first class teaching and learning opportunities for pupils, students and staff. They will instigate and develop an innovative approach which will stimulate all pupils and students to reach their full potential.
Main duties:	<ol style="list-style-type: none"> <li>1. Work with the Director of Humanities to develop and deliver a creative RE curriculum and RE timetable across the secondary school.</li> <li>2. To develop appropriate and differentiated schemes of work, coordinate resources to ensure that the aims and objectives for teaching are delivered.</li> <li>3. To keep up-to-date about subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate.</li> <li>4. Lead the RE department monitoring and self-evaluation processes, ensure effective implementation of Academy policies, and accurately prepare and analyse reports and summative data ensuring meeting deadline.</li> <li>5. Promote high professional standards, demonstrate professionalism and inspire enthusiasm and commitment to teaching across the RE department.</li> <li>6. To line manage teaching staff within the department, including performance management, quality assurance and day-to-day management.</li> <li>7. To ensure that appropriate arrangements are made for examination entries and statutory requirements.</li> <li>8. Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal.</li> </ol>

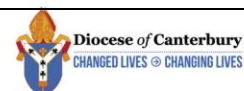
**Principal:**  
**Mr Damian McBeath**

 **01233 623465**

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	<p><b><u>Curriculum Management</u></b> The post holder will be expected to:</p> <ul style="list-style-type: none"> <li>• Make sure that innovative and appropriate approaches to learning are made available to students with specific learning needs.</li> <li>• Ensure that the statutory requirements of the National Curriculum are met.</li> <li>• Evaluate the design and delivery of the curriculum; continuously striving to improve all aspects.</li> <li>• Monitor and evaluating progress towards meeting student achievement targets.</li> <li>• Ensure that there is an effective assessment, recording and reporting system of student progress.</li> </ul>
	<p><b><u>Financial Management</u></b> The post holder will be expected to:</p> <ul style="list-style-type: none"> <li>• Manage long term and short term budgets for resourcing the RE Department appropriately and effectively.</li> <li>• Monitor actual spend against forecast.</li> <li>• Make sure that 'Best Value' principles are applied to all appropriate purchasing decisions.</li> <li>• Evaluate use of financial resources to ensure that desired outcomes are met.</li> <li>• Advise the Marketing and Fundraising Manager of potential additional funding and business opportunities.</li> </ul>
	<p><b><u>People Management</u></b> The post holder will be expected to:</p> <ul style="list-style-type: none"> <li>• Provide caring, flexible leadership that motivates staff and students, modelling the Academy's values and fostering a positive, high-expectation culture.</li> <li>• Promote an inclusive, respectful environment built on fairness, open-mindedness and strong professional relationships where everyone's contribution is valued.</li> <li>• Work proactively with the Senior Leadership Team, offering expertise on recruitment, retention and staff development to support high quality provision across the Academy.</li> <li>• Ensure effective implementation of Academy policies, including induction, welfare, performance management and assessment processes for both staff and students.</li> <li>• Support, monitor and evaluate departmental practices, such as attendance, welfare and attainment, ensuring consistency, care and alignment with Academy standards.</li> </ul>

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	<p><b><u>Facilities Management</u></b> The post holder will be expected to:</p> <ul style="list-style-type: none"> <li>• Ensure that physical resources to deliver the curriculum are acquired and are maintained effectively.</li> <li>• Make sure that the accommodation is used in the most effective way to meet the needs of all students and of the curriculum.</li> <li>• Ensure that the interior and exterior of the building are maintained to a high standard that reflects the ethos of the Academy.</li> </ul>
	<p><b><u>Health &amp; Safety and GDPR</u></b> The post holder will be expected to:</p> <ul style="list-style-type: none"> <li>• Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.</li> <li>• Co-operate with the employer on all issues to do with Health, Safety &amp; Welfare.</li> <li>• Have an understanding of visits' procedures and the relevant actions to take when planning out of school activities.</li> <li>• Undertake training of GDPR matters and have a good understanding of relevant policies and procedures. Ensuring that GDPR matters are considered within the department and staff are aware of their obligations.</li> </ul>
	<p><b><u>General Administration</u></b> The post holder will be expected to:</p> <ul style="list-style-type: none"> <li>• Ensure administrative and departmental systems use technology effectively, including the design and implementation of robust management information systems with clear timelines for data delivery.</li> <li>• Provide accurate, timely management information to support continuous performance evaluation and ensure all external reporting requirements are met to high standards and within deadlines.</li> <li>• Develop departmental procedures that align with Academy processes and promote excellent service for all stakeholders, including students, parents, staff, visitors and the wider community.</li> <li>• Organise and support curriculum-linked Academy trips and visits, and contribute to supervisory duties in line with published rotas.</li> <li>• Participate fully in Academy performance management arrangements, modelling professionalism and continuous improvement.</li> </ul>

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	Essential	Desirable
Qualification	<ul style="list-style-type: none"> <li>Hold a good honours degree or equivalent and a recognised teaching qualification (e.g. PGCE);</li> <li>Evidence of Continuing Professional Development relevant to the role.</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>Experience in teaching and planning high-quality RE lessons across a range of abilities and backgrounds.</li> <li>Strong leadership and people-management skills with a track record of driving improvement and raising standards.</li> <li>A solid understanding of school and wider educational developments, including the national curriculum and personalised learning approaches.</li> <li>Commitment to raising aspirations and securing transformational change across the Academy.</li> <li>Experience using effective de-escalation strategies to manage challenging situations involving young people.</li> </ul>	<ul style="list-style-type: none"> <li>Have successfully used strategies to improve pupil/student achievement.</li> <li>Experience in middle/senior leadership role within a similar setting</li> </ul>

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<p>Skills</p>	<ul style="list-style-type: none"> <li>• The ability to provide appropriate levels of challenge so that pupils make good progress and achieve beyond their potential</li> <li>• Ability to secure high standards of behaviour by motivating, encouraging and engaging pupils</li> <li>• Ability to develop in pupils the skills to work independently and collaboratively</li> <li>• Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals.</li> <li>• Demonstrable ability to communicate effectively in both oral and written form - for writing learning and support plans, reports on pupil/student progress, and training and guidance for staff.</li> <li>• Creative and innovative.</li> <li>• Excellent facilitation and presentation skills suitable up to and including senior managers.</li> <li>• Data and IT literate with good IT skills.</li> <li>• Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload.</li> <li>• Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils/students and parents.</li> <li>• Analytical and problem-solving skills - necessary for analysing school, local and national data and developing appropriate strategies and interventions.</li> </ul>
<p>Qualities</p>	<ul style="list-style-type: none"> <li>• Able to confidently liaise with senior colleagues including in formal settings.</li> <li>• Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures.</li> <li>• Personal and professional authority and resilience.</li> <li>• Able to credibly challenge established assumptions and ways of working and make a valuable contribution to influencing organisational culture.</li> <li>• Empathetic, tactful and diplomatic.</li> <li>• Solution focused, working collaboratively and collegially with colleagues and stakeholders.</li> <li>• Excellent inter-personal skills.</li> <li>• A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments.</li> </ul>

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