



**“Living, Learning and Growing Together with Jesus”**  
**TEACHER OF RELIGIOUS EDUCATION**  
**(SALARY MPS)**

## **JOB DESCRIPTION**

### **Purpose:**

- To act as a Curriculum Leader and be responsible for leading and developing this area.
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Directors and Headteacher of the school.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils.
- To monitor and support the overall progress and development of pupils as a teacher within the curriculum area and as a form tutor.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

### **Reporting To:**

- Assistant Head KS3.

### **Responsible For:**

- The provision of a full learning experience and support for pupils.

### **Liaising With:**

- Headteacher/Key Stage Leaders, relevant non-teaching support staff, LA representatives, external agencies and parents.

### **Working Time:**

- 195 days per year. Full time.

### **Disclosure Level:**

- Enhanced

### **Key Role:**

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

### **Operational/Strategic Planning:**

- To lead the development of appropriate syllabi, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated area.
- The day-to-day management, control and operation of the curriculum.
- To assist in monitoring and following up student progress.
- To assist in the implementation of school policies and procedures, e.g. equal opportunities, health and safety, etc.
- To work with colleagues to formulate aims and objectives for the area which have coherence and relevance to the needs of pupils and to the aims and objectives of the school.
- To assist in the management of the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of the pupils and the aims and objectives of the school.
- To support the relevant manager with the integration and development of e-learning in the area.

### **Curriculum Provision**

- To liaise with the Heads of the key stages to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme which complements the school's strategic objectives.

### **Curriculum Development:**

- To support curriculum development within the area.
- To keep up to date with national developments in the subject areas teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To lead extra-curricular French activities, eg language and cultural visits, lunchtime clubs etc.

### **Staff Development – Recruitment/Deployment of Staff:**

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To work with the Heads of the key stages to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage actively in the appraisal process.
- To ensure the effective efficient deployment of classroom support.
- To ensure the delivery and integration of Literacy and ICT across the curriculum.

### **Quality Assurance:**

- To assist in the process of the setting of targets within the area and to work towards their achievement.
- To help establish common standards of practice within the area and develop the effectiveness of teaching and learning styles in all relevant curriculum areas within the department.
- To contribute to the school procedures for lesson observation and appraisal.
- To implement school quality procedures and to ensure adherence to those within the department.
- To participate in the monitoring and evaluation of the curriculum area in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To seek, implement modification and improvement where required within the relevant curriculum area.

### **Management Information:**

- To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on SIMS.
- To assist in the use of analysis and evaluation of performance data.
- To produce reports within the quality assurance cycle.
- To assist in the production of reports on examination performance, including the use of value-added data.
- To maintain appropriate records and to provide relevant accurate and up to date information for SIMS, registers etc.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress and use information to inform teaching and learning.

### **Communications:**

- To follow agreed policies for communications in the school.
- To help ensure that all members of the area are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of pupils.
- To liaise with partner schools, Industry and other relevant external bodies.

### **Marketing and Liaison:**

- To lead and monitor the marketing strategy of the area.
- To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases and the production of other promotional material, such as flyers, DVDs, etc.
- To contribute to the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community.
- To actively promote the development of effective subject links with external agencies.

**Management of Resources:**

- To assist the Headteacher to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other areas to ensure a sharing and effective usage of resources to the benefit of the school and the pupils.

**Pastoral System:**

- To monitor and support the overall progress and development of pupils within the curriculum area.
- To help to monitor student attendance together with pupils' 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, according to the school policy.
- To assist in the implementation of the behaviour management system so that effective learning can take place.

**Teaching:**

To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher and other specific duties.

F Topa  
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