**Maria Fidelis Catholic School**

**Job Description – Second in RE**

**Leadership Responsibilities:**

1. Oversee the development and monitoring of Schemes of Work for Key Stage 4 in relation to the Curriculum Directory;
2. Liaise with the SENCO on behalf of the RE Department;
3. Ensure that differentiated work is in place throughout KS4;
4. Be responsible for developing and monitoring assessment of Key Stage 4 and ensure that intervention is in place to help students achieve the highest levels of attainment;
5. Be responsible for the development and management of resources for the curriculum of Key Stage 4 and to organise relevant visits and speakers;
6. Assist with liturgy throughout the school;
7. Help create an effective team by promoting collective approaches to problem-solving and curricular/departmental development;
8. Contribute to the self evaluation required of the department and the department improvement plan, especially in relation to KS4;
9. Assist the Head of Department with the day-to-day running of the RE department and take responsibility for the department in the absence of the head of department;
10. Support the head of department to develop curriculum initiatives;
11. Use data, both externally & internally produced, to assess student performance and to develop appropriate courses of action
12. Undertake tasks which may from time to time be required, e.g. school trips;
13. Co-operate with other members of the department in the development of schemes of work and teaching and learning strategies as agreed within the department;
14. Monitor resources and teaching materials and take responsibility for care of stock;
15. Maintain good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere Contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of trainee teachers (PGCE, GTP, Teach First) and NQTs;
16. Co-ordinate and help manage the work of other teachers;
17. Oversee the development of Core RE at KS5;
18. Take part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

**General Teaching Responsibilities:**

1. Teach RE from Years 7-13;
2. Promote the Catholic ethos of the school;
3. Have firm aims and objectives for all lessons and identify individual learning needs of all pupils;
4. Maintain a full record of attendance, effort and attainment of all students as well as records of lessons taught and homework set;
5. Ensure good supervision and discipline, through efficient planning and delivery;
6. Work in partnership with parents to enhance pupils’ learning experience;
7. Recognise and celebrate achievement in Religious Education and to promote an awareness of the importance of Religious Education in the community;
8. Develop and maintain links with form tutors and support staff where appropriate;
9. Set, collate and record assessment material for all classes taught;
10. Check that all students following external examination courses are entered for the appropriate examination, have the necessary assessment requirements and have covered the full syllabus requirements;
11. Prepare students for public examinations, assess students for the purposes of such examinations, record and report such assessments and attend meetings connected with the conduct of public examinations;
12. Keep up to date with curriculum innovation, participate in arrangements for INSET, contribute to his/her own professional development;
13. To carry out any other duties relevant to the department as directed by the Headteacher.