

"Our priority is to ensure that students, staff and parents are proud to belong to The Quest."

Mr Andy Crofts
Principal, The Quest Academy

QUEST
A COLOMA ACADEMY
LEARNING CHANGES LIVES

JOB DESCRIPTION

Job Title: Religious Studies Teacher
Responsibility Level: Mainscale / UPS
Accountable To: Executive Principal, Principal & Governing Body
Responsible To: Team Leader

Accountable For:
Ensuring that the areas of Academy life for which I am responsible contribute to outcomes above expectations for the Academy students, especially in the standards they attain and the progress and achievement they make.

Understanding, operating and developing the ethos of the Academy so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the Academy's activities and that this in turn ensures that everybody takes pride in all aspects of the Academy's work.

RESPONSIBILITIES

Overall Responsibility

- To plan, develop and deliver high quality lessons and courses within the broad, balanced, relevant and differentiated subject curriculum using a variety of approaches, to continually enhance teaching and learning.
- To monitor student progress, keeping student records that include assessment outcomes and targets set at regular intervals in line with Academy policy, to enable all students to achieve their full potential.
- To maintain and build upon the Teachers' Standards as set out by the Secretary of State.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the *Every Child Matters* agenda and Area Child Protection Procedures.

GENERAL TEACHING DUTIES

Teaching and Learning

1. Manage student learning through effective teaching in accordance with the Curriculum Area's schemes of work and policies.
2. Ensure continuity, progression and cohesiveness in all teaching.
3. Use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of student needs, and ensure equal opportunity for all students.
4. Set homework regularly, (in accordance with the Academy homework policy), to consolidate and extend learning and encourage students to take responsibility for their own learning.
5. Work with EAL/AEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
6. Support individual learning, including students on the subject gifted and talented register, by planning work with appropriate challenge and monitoring and reviewing student outcomes regularly.

RELIGIOUS STUDIES TEACHER JOB DESCRIPTION cont.

7. Work within the Assessment for Learning Strategy, using clear and precise learning objectives and defining criteria for success for each lesson.
8. Work effectively as a member of the curriculum area team to improve the quality of teaching and learning, by contributing to the Curriculum Area Improvement Plan and implementing and monitoring change.
9. Implement new initiatives, Academy, local or national, by adapting classroom procedures accordingly, monitoring progress and reflecting on pedagogical outcomes.
10. Set high expectations for all students, to deepen their knowledge and understanding and to maximise their achievement.
11. Use positive management of behaviour in an environment of mutual respect that allows students to feel safe and secure and promotes their self-esteem.

Monitoring, Assessment, Recording, Reporting and Accountability

1. Be immediately responsible for the processes of identification, assessment, recording and reporting for the students in their charge.
2. Track student progress, monitoring achievement against targets set, and take appropriate action on student outcomes.
3. Assess students' work systematically and use the results to inform future planning, teaching and curricular development.
4. Contribute towards the implementation of IEPs as detailed in the current Code Of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets.
5. Be familiar with statutory assessment and reporting procedures and prepare and present informative, helpful and accurate reports to Parents.
6. Keep an accurate register of students for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the Academy policy.

Subject Knowledge and Understanding

1. Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
2. Keep up-to-date with research and developments in pedagogy in the curriculum area.
3. Contribute to the effective use of subject resources, including evaluation of new materials and equipment.
4. Keep up-to-date with technological change and the use of technology to enhance delivery, and student access, to the subject.

Professional Standards and Development

1. Be a role model to students through personal presentation and professional conduct.
2. Arrive in class, on or before the start of the lesson, and begin and end lessons on time.
3. Be familiar with the Academy and curriculum area handbooks and curriculum area Portfolio contents and support all the Academy's policies, e.g. Health and Safety, Citizenship, Literacy, Numeracy and ICT.
4. Establish effective working relationships with professional colleagues and support staff.
5. Be involved in extra-curricular activities such as making a contribution to after-Academy clubs and visits.
6. Maintain a working knowledge and understanding of Teachers' professional duties as set out in the current Academy Teachers' Pay and Conditions document, and Teachers' legal liabilities and responsibilities relating to all current legislation, including 'Every Child Matters' to implement the Children Act 2004, and the role of the education service in protecting children.
7. Liaise effectively with Parent/Carers and with other agencies with responsibility for students' education and welfare.

RELIGIOUS STUDIES TEACHER JOB DESCRIPTION cont.

8. Be aware of the role of the Governing Body of the Academy and support it in performing its duties.
9. Be familiar with and implement the relevant requirements of the current AEN Code of Practice, DDA and Access to Work.
10. Consider the needs of all students within lessons (and implement specialist advice), especially for those who have AEN, are gifted and talented and/or are not yet fluent in English.

Health and Safety

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the employer on all issues to do with Health, Safety and Welfare.
3. Have an understanding of visits' procedures and the relevant actions to take when planning out of Academy activities.

Continuing Professional Development

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the Academy Curriculum, which may lead to improvements in teaching and learning.
2. Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available.
3. Implement and develop pedagogic procedures introduced through Academy, local or government initiatives.
4. Implement the use of new technologies that enhance teaching and learning.
5. Participate in leadership, peer and self monitoring and evaluation schemes, responding to, and acting upon, advice and guidance received.
6. Carry out reflective practice exercises to move classroom practice, teaching and learning, forward.
7. Use 'gained time' by revising teaching, learning and curriculum materials in readiness for the new academic year; participate in collaborative planning sessions; provide additional student support or any activity directed by the Principal.
8. Maintain a professional portfolio of evidence and learning log to support the Performance Management process - evaluating and improving own practice in Bluesky.
9. Contribute to the professional development of colleagues, especially NQTs, ITTs and TFTs.
10. Contribute to curriculum area development by sharing professional learning, expertise and skills with others in the team, through curriculum area training activities such as coaching and mentoring.

N.B: Every Subject Teacher will be expected to have pastoral responsibilities - detailed separately.

ANNUAL RESPONSIBILITIES

1. As set annually as part of Performance Management using Bluesky

OTHER REQUIREMENTS

1. To promote and safeguard the welfare of children at the Academy.
2. To maintain confidentiality at all times.
3. To be aware of and adhere to all Academy policies and procedures.
4. To carry out any other duties as may be reasonably required by the Principal.
5. To work in support of the Academy Improvement Plan.
6. To take time to read notices, keep to deadlines and carry out duties to the best of your ability.