

THE PALMER CATHOLIC ACADEMY

JOB DESCRIPTION

Post:	Head of Religious Education
Responsible to:	Deputy Headteacher Pastoral
Salary:	Main/Upper Pay Scale plus TLR1B

General professional Responsibilities:

You are required to carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document. You are required to carry out these duties in accordance with any relevant policy documents adopted by the academy and any division of teaching responsibilities that are from time to time decided

The post holder will effect his/her duties on the criteria based on the National Teaching Standards in maintaining High Standards of Teaching and Learning.

The post holder will:

- Work alongside the Headteacher, Deputy Head Pastoral and the Lay Chaplain to secure the distinctive nature of our Catholic academy
- Be a role model for all those who work within the department clearly demonstrating Christ's teachings in all systems, structures and in the inter-personal relationships between staff / staff-students that raises the aspirations and ambitions of students studying RE
- Have sound pedagogy and methodology
- Analyse data in such a way as to inform learning outcomes.
- Monitor and evaluate holistic teaching and learning outcomes across the department
- Ensure all academy policies which relate to teaching and learning are embedded across the department.
- Be responsible and accountable for student outcomes across all key stages in your particular subject.
- Be constantly committed to raising standards
- Be reflective and effective in self-evaluation
- Undertake lesson observations and learning walks within the department in accordance with the academy's published performance management structure and at other times where appropriate

- Have oversight of positive working relationships in classrooms as a foreground to learning
- Demonstrate high expectations of students and other staff in the department
- Take responsibility for own and others' professional development
- Keep up to date with subject knowledge, including pedagogy, inspection or research findings
- Promote and develop the use of ICT to further learning across the department/ academy in accordance with whole school policies.
- Plan schemes of work and update as and when necessary
- Ensure that the needs of all students are met (including the management of behaviour and its impact on learning)
- Plan for educational enhancement in the department e.g. for those identified as gifted and/or talented

Religious Education - Specific Responsibilities

- Head of Religious Education Department.
- Liaison with Catholic Education Service (CES) on issues relating to the Faith Formation of students throughout the academy.
- Liaise with (BRES) Brentwood Diocesan Education Service on all matters relating to Religious Education in Catholic Schools. Attend BRES meetings where appropriate.
- Support the Headteacher and Governors in the promulgation of the document "The Distinctive Nature of a Catholic School" and how it impacts upon students and staff and specifically:
 - Development and maintenance of a Retreat programme for each year group.
 - To develop an extensive programme of visiting speakers/groups on ethical related matters to support the students' faith formation Years 7 - 13.
- To be responsible to the Governors and Headteacher for Development of Section 48 - SEF BRES Inspection of Religious Education Department.
 - Section 48 Inspection Action Plan Implementation.
 - To give Governors and Headmaster a yearly report on the Ofsted Action Plan progress.
 - Department Improvement Plan

Whole School

- Contribute to the development of whole academy policies as and when appropriate
- Contribute to the development of the academy's distinctive religious values
- Support the school ethos and its policies
- Seek to secure the commitment of others to the common purpose, vision and values of the academy

Specific responsibilities

Students

- a) Co-operate with the organisation of students in appropriate learning groups. Classes are to be organised, insofar as it fits the timetable, so that the most educationally efficient groupings are realised.
- b) The guidance, discipline and welfare of students, within the allocated teaching groups with a particular care for students with special needs, in association with colleagues who have special responsibilities in these fields. The responsibility for the maintenance of discipline and an appropriate ethos **in the classroom** lies with the class teacher in partnership with the Head of Faculty.
- c) Monitoring, assessing and responding to progress and needs of students in allocated teaching groups, in line with school policy, and communication with parents on these matters through regular reports and parents' evenings.
- d) To provide a stimulating and relevant curriculum that not only engages all students in the statutory curriculum but provides opportunities for all students to extend their enjoyment and studies in music.

Staff

- a) To be responsible for the effective management of RE staff.
- b) To assist in the induction of NQTs and Beginning Teachers and assessment of progress in association with the Induction Tutor.

Curriculum

The curriculum must be seen within the context of a largely common curriculum in which each of the faculties has a timetable slot of the whole year group in each year.

- a) Contribute to the planning of the whole range of students' learning experiences, in the context of the academy's broad aims and objectives, department policies, working parties and meetings.

- b) Contribute to definition of departmental aims and objectives in line with any requirements of the National Curriculum and translation into meaningful courses of study.
- c) Relating academic work in one's teaching groups to the pastoral community and to the school in the community, via the implementation of directives.
- d) Ensuring that students have a high quality experience of performing and that the school presents itself through Music to its community.
- e) Evaluating departmental progress and priorities and communicating them to the Headteacher and, through him or at his direction, to governors and other interested bodies.
- f) To ensure the effective delivery of the National Curriculum, GCSE and AS/A2 programmes of study.

To be responsible for:

- a) The evaluation, selection and production of appropriate learning materials.
- b) Ensuring the effective utilisation of resources.
- c) The physical and budgetary control of departmental resources.
- d) The effective management of the learning environment, with due regard to the health and safety of students and staff.

Examinations

- a) The careful oversight of individuals' preparation for examinations and advice on their progress and suitability for entry.
- b) To co-operate with the examinations officer in the organisation of the external examinations.
- c) Keeping oneself up-to-date in respect of examination requirements and seeing that the requirements of the examinations are carried out.

Teachers may also be required to act as form tutors and members of a year team. The role of the form tutor is more fully described in the Teacher's Handbook.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

MANAGEMENT RESPONSIBILITIES: You are required to carry out such particular duties which form part of the Pay and Conditions document as the Headteacher may reasonably direct from time to time.