



**ST MICHAEL'S CATHOLIC HIGH SCHOOL**  
**SUBJECT LEADER OF RELIGIOUS**  
**EDUCATION**  
**JOB DESCRIPTION**

1. **JOB TITLE:**  
**SUBJECT LEADER OF RELIGIOUS EDUCATION**  
(Please refer also to the Classroom Teacher Job Description)

2. **JOB PURPOSE:**  
To ensure that the negotiated aims of the Religious Education Department (which reflect those of the school) are achieved by enabling the staff to deliver the curriculum effectively.

3. **ACCOUNTABLE FOR:**  
Particular responsibilities assigned to him/her, as decided by the Headteacher /Line Manager.

**KEEPING CHILDREN SAFE**

It is the duty and responsibility of every member of staff (teaching and non-teaching) to monitor the welfare of every child and act swiftly in their interests when a need is recognised. The actions of every staff member and responsible adult matter too, for every child.

All members of school staff (teaching and non-teaching) employed to work on school premises and in contact with children must read, understand and comply with the School's policy on child protection and procedures for safeguarding children.

4. **ACCOUNTABLE TO:**  
Headteacher/Line Manager

5. **KEY ACCOUNTABILITIES:**

1. To support the school's ethos and aims as expressed in the School's Mission Statement and Aims.
2. To undertake professional duties as described in the Teachers Pay & Conditions document.
3. To safeguard and promote the welfare of children in his/her care.
4. To undertake particular responsibility as Subject Leader for the following areas:

- 4.1. To manage all aspects of KS3/KS4/KS5 (including the development of Schemes of Work, the monitoring of short term planning, resources and materials) and to keep abreast of all whole school developments relating to the effective delivery of the Curriculum and support of the individual student (e.g. Pastoral & Academic Monitoring System 'PARS')
- 4.2. Responsible for continuity and progression/assessment in KS3/KS4/KS5
- 4.3. To act as coach and mentor to new members of the Department and to work with Senior Managers on the School Induction Programme for New Teachers
- 4.4. Being present at all relevant meetings and to take minutes if required
- 4.5. To ensure that displays throughout the Department reflects the School Display Policy
- 4.6. To promote high standards of students' behaviour, equipment, work and ensure health and safety procedures are observed
- 4.7. To take an active role in the personal, social, spiritual and moral development of all students
- 4.8. To attend relevant CPD courses to enhance teaching (Agreed by Line Manager).
- 4.9. To contribute to the Extra Curricular aspect of Religious Education
- 4.10. To contribute to the wider School aspect of Religious Education
- 4.11. To provide students with a creative and stimulating environment
- 4.12. To complete the annual exam analysis and Department evaluation
- 4.13. To coordinate the updating of report statement banks.
- 4.14. Support the Department through lesson observations.
- 4.15. Carry out Performance Review on Department members
- 4.16. Monitor assessment and tracking of all KS's.
- 4.17. Monitor resources, ordering and budgets.
- 4.18. Monitor exam entries.
- 4.19. Keep up to date with curriculum changes and all other courses within the Department.

- 4.20. Monitor completion of assessment at the end of each unit and ensure levels are inputted
- 4.21. Implement intervention strategies for under-achieving students
- 4.22. Ensure monitoring (GCSE tracking) and PARS tracking are regularly completed
- 4.23. To maintain current Schemes of Work and update as needed
- 4.24. Monitor effective learning and teaching is taking place
- 4.25. Work collaboratively towards the Department vision
- 4.26. Submit all entry information to the Examinations Officer
- 4.27. Submit all examination paperwork by the deadline
- 4.28. To undertake the duties and responsibilities considered reasonable and appropriate

Key tasks will be negotiated according to the Key Accountabilities above.

**N.B:** *Delegated accountabilities may vary according to the strengths of the individual.*