ST. MARY'S CATHOLIC HIGH SCHOOL

Role Profile

Job Title:	**Teacher of Religious Education**
Department:	**Religious Education**
Grade Range:	**Main scale**
Working Time:	**195 days per year. Full Time**
Location:	**St. Mary's Catholic High School**
Reports to:	**Head of Department**
Responsible for:	The provision of a full learning experience and support for students.
Role Purpose and Role Dimensions:	• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum so that all groups of learners make progress • To monitor and support the overall progress and development of students as a teacher/ Form Tutor so that learning is sustained. • To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. • To contribute to raising standards of student attainment. • To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
Commitment to Diversity:	As a member of the School Team to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
Key External Contacts:	• Parents/Carers • Various External Agencies • LEA Representatives
Key Internal Contacts:	• Headteacher • Senior Leadership Team • Staff

Key Accountabilities and Result Areas:	Key Elements:
Operational/ Strategic Planning	**This will involve:** • To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department. • To contribute to the Curriculum Area and department's development plan and its implementation. • To plan and prepare courses and lessons. • To contribute to the whole school's planning activities.
Curriculum Provision	**This will involve:** • To assist the Head of Department, the Deputy Headteacher Teaching & Learning, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
Curriculum Development	**This will involve:** • To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives.
Staffing **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 continue personal development in the relevant areas including subject knowledge and teaching methods. • To engage actively in the Performance Management Review process. • To ensure the effective/efficient deployment of classroom support • To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance

- To help to implement school quality assurance procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To 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.

Management Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for the information systems, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform learning and teaching.

Communication

- To communicate effectively with the parents/carers of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

Marketing & Liaison

- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.

Pastoral System

- To be a Form Tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- To liaise with a Learning Manager (Head of Year) to ensure the implementation of the school's Pupil Development System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Action Plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To contribute to PSE, citizenship and enterprise according to school policy
  To apply the Behaviour and Attendance Policy so that effective learning can take place.

Teaching

- To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy and Numeracy are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To assess and give written/verbal and diagnostic feedback as required.

Other Specific Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by SLT not mentioned above.

Key Accountabilities and Result Areas:	Key Elements:
Green Statement	**This will involve:** • Seek opportunities for contributing to sustainable development of the borough, in accordance with the council's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.
Equalities	**This will involve:** • The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.
Health and Safety	**This will involve:** • Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

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

Employees will be expected to comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title.

May 2018

Person Specification

Job Title: **Teacher of Religious Education**

Introduction

- This person specification is intended to assist both candidates and governors in the appointment process. It highlights the particular qualities of a subject teacher.
- The core purpose of the subject teach is to secure high-quality teaching, effective use of resources and improved standards and achievement for pupils.

Essential Training and Qualifications

- Recognised Graduate Qualification
- Qualified Teacher Status
- Recent Participation in a range of Training

Professional Knowledge , Qualities and Abilities

- All applicants are required to be familiar with the National Standards for Qualified Teacher Status. The Governing Body acknowledge that the Standards reflect the evolving role of teachers in the early 21st Century and that they apply as much to experienced teachers as they do to aspirant teachers.
- Applicants should be able to demonstrate a good knowledge of the following areas relevant to the school and of there implication for St. Mary's Catholic High School

	Essential	Desirable	Source
Strategies for raising achievement and achieving excellence	X		
Models of learning and teaching	X		
Principles of effective teaching and assessment for learning		X	
School Self Evaluation	X		
Principles and models of self-evaluation	X		
The use of a range of evidence, including performance data, to support, monitor evaluate and improve aspects of school life, including challenging poor performance.	X		
The work of other agencies and opportunities for collaboration		X	
Demonstrate personal enthusiasm for and commitment to the learning process	X		
Demonstrate the principles and practice of effective teaching and learning	X		
Access, analyse and interpret information	X		
Initiate and support research and debate about effective learning and teaching and develop relevant strategies for performance improvement	X		

Acknowledge excellence and challenge poor performance across the department	X
Collaborate and network with others within and beyond the school	X
Challenge, influence and motivate pupils to attain high goals	X
Give and receive effective feedback and act to improve personal performance	X
Accept support from others including colleagues, governors, the diocese and the LEA	X
Think creatively to anticipate and solve problems	X
Combine the outcomes of regular department self-review with external evaluations	X

Other Requirements

- Application forms should be completed in full
- Supporting statements should be clear and concise
- Should address the criteria identified in the person specification

Confidential References and Reports

- Written reference(s) will only be considered
- References will confirm professional and personal knowledge, skills and abilities as referred to above
- Positive recommendation from current employer
- Satisfactory health and attendance record

Special conditions:

- Enhanced DBS check