

## Job Description

Post Title	TLR1b	<b>Director of Learning Religious Education</b>
Purpose	A B C D E	To lead the continuing development of high quality learning and teaching in all key stages in Religious Education.  To lead the positive promotion of the Catholic ethos of St Benedict School community.  To take active responsibility for the welfare of all students in the school community.
Reporting To		<b>Leadership link for Religious Education, the Headteacher, the Governing Body, Diocesan Education Service and, ultimately, the Saint Ralph Sherwin MAT</b>
Responsible for		Identifying priorities, and developing the department's strategic vision.  The quality of teaching, outcomes, and Curriculum at Key stages 3, 4 & 5 for Religious Education.  The promotion of the Catholic Life in the School Community
Liaising With		All directors of learning, AHT Curriculum Development, House/Year Leaders, Feeder schools, Chaplain, Person with responsibility for Spiritual Development, Diocesan Education Officer
Working Time		195 Days per year. Full time
Salary Range		TLR 1b
Disclosure Level		Enhanced
<b>Main Duties</b>		
Strategic	A B C D E	<ul style="list-style-type: none"> <li>• To ensure that Religious Education is a rewarding subject with positive recognition of achievement.</li> <li>• To develop teaching and learning for Religious Education, according to the needs of the students, teachers and whole school.</li> <li>• To lead the continuing development of a high quality curriculum in all key stages.</li> <li>• Use available data to inform the Religious Education Curriculum</li> <li>• To lead the development of thorough schemes of work (Short, medium &amp; long term) specifying               <ul style="list-style-type: none"> <li>○ Objective led lessons</li> <li>○ Assessment for learning.</li> <li>○ Cross curricular opportunities</li> <li>○ Citizenship</li> <li>○ Work related learning</li> <li>○ Key skills</li> <li>○ Thinking skills</li> <li>○ All elements of learning and teaching.</li> </ul> </li> </ul>

Curriculum Provision and Development	A C D	<ul style="list-style-type: none"> <li>• To keep up to date with and actively respond to national developments in curriculum development.</li> <li>• To seek out new methodologies, share research and inspire department staff.</li> <li>• To liaise with exams officer and Diocesan Education Officer to maintain accreditation with the relevant examination and validating bodies.</li> </ul>
Staffing	B C D E	<ul style="list-style-type: none"> <li>• To liaise with the Assistant Head Curriculum Development to ensure cost effective staffing which enables the delivery of high quality learning to all students in areas of the Religious Education curriculum.</li> <li>• To provide help and support for the professional development of staff, including support staff attached to the department</li> <li>• To provide support, advice, praise and counselling for the department team in areas of teaching, learning and discipline</li> <li>• Follow the national framework for performance management</li> <li>• Delegate responsibilities across the department to aid professional development</li> </ul>
Quality Assurance	A B D E	<ul style="list-style-type: none"> <li>• To monitor the quality of learning in Religious Education through <ul style="list-style-type: none"> <li>○ Lesson observations, according to the appraisal policy</li> <li>○ Work scrutinies</li> <li>○ Learning walks</li> <li>○ Summative assessment data</li> <li>○ Pupil and parent interview</li> </ul> </li> <li>• To take positive action in response to issues raised by the monitoring process</li> <li>• To use and adhere to the appraisal policy.</li> </ul>
Management information	B C D E	<ul style="list-style-type: none"> <li>• To ensure that Religious Education department data is accurate and up to date</li> <li>• To analyse and evaluate performance data</li> <li>• To set department, class and individual learner targets based on available data</li> <li>• To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.</li> <li>• To produce reports on examination performance, including the use of value added data</li> </ul>
Communications	A B C D	<ul style="list-style-type: none"> <li>• To liaise with all staff to assist with provision of the spiritual and moral aspects of the curriculum</li> <li>• To attend and contribute to all appropriate meetings</li> <li>• To share the ethos, aims and vision of St Benedict community with all staff</li> </ul>

	E	<ul style="list-style-type: none"> <li>To work with parents as partners to raise standards and achievement</li> <li>To ensure Religious Education department reports are completed accurately, effectively and on time.</li> <li>To liaise with feeder schools to ensure curriculum coherence and cohesion</li> <li>To liaise with deanery youth worker and parish representatives</li> <li>Ensure the department is represented at all relevant meetings</li> </ul>
Marketing & Liaison	B	<ul style="list-style-type: none"> <li>To form professional and collaborative working relationships with colleagues.</li> </ul>
Management of Resources	B C D E	<ul style="list-style-type: none"> <li>To liaise with the finance director(s) to set realistic spending priorities for the development of learning</li> <li>To ensure the smooth running of the department on a day to day basis</li> <li>To formulate the department development plan within the framework of the school development plan</li> <li>Ensuring Health &amp; Safety procedures are observed by staff and pupils</li> </ul>
Pastoral	A B D E	<ul style="list-style-type: none"> <li>Continuously assess pupils, provide feedback, set targets and ensure they know how to improve</li> <li>Use positive discipline-management techniques to resolve conflict and promote collaborative learning</li> <li>Act as a personal tutor to a group of students</li> <li>Set a good example to pupils through presentation, personal and professional conduct</li> </ul>
Teaching	A B E	<ul style="list-style-type: none"> <li>To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li> <li>Plan, teach and evaluate lessons to ensure a variety of tasks and learning experiences for pupils matched to their needs</li> <li>Organise lessons effectively to ensure high-quality learning</li> <li>To act as a model of good practice for all staff</li> </ul>
Additional Duties	B C D E	<ul style="list-style-type: none"> <li>To participate fully in community activities, developing the ethos of the school and sharing the vision.</li> </ul>

<p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in his job description.</p> <p>Employees are expected to be courteous to colleagues, students and their parents.</p> <p>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 of continued employment for any employee who develops a disabling condition.</p>		

**I have read this job description and I will undertake the duties outlined, in line with Saint Benedict Catholic School and Performing Arts College's policies and procedures.**

**Signed .....**

**Date .....**