



## **Job Description – Subject Leader RE**

**Responsible for:** Leadership and management of the RE department and all relevant personnel within the department.

**Responsible to:** Agreed member of Senior Leadership Team.

**Pay Scale:** MPS + TLR1a £8,069

It is expected that a classroom teacher will work in such a way that is totally compatible with the aims and objectives of the school as expressed in its **Mission Statement**; undertake all duties as specified by the current STPCD (Conditions of Employment other than Head Teachers).

**The post holder has an important duty to promote and safeguard the welfare of all students and, in doing so, follow the policies and procedures of the school.**

### **Purpose:**

- To maintain clear vision, purpose and high expectations, focused on students' achievement.
- To raise standards of student attainment and achievement within the curriculum area; to monitor and support all students' progress and be accountable for that progress.
- To develop and enhance the teaching practice of others in order to ensure high standards of teaching and learning throughout the department.
- To ensure the provision of an appropriate, relevant and differentiated curriculum for students studying within the department.
- To be accountable for leading, managing deploying and developing the teaching and support staff of the curriculum area; together with the accountability for the effective use of financial and physical resources.
- To promote students' spiritual, moral, social and cultural development within the subject area in the context of this school being a Catholic Christian Community.

The particular duties and responsibilities of this post are set out below. These may be reviewed and amended in consultation with the post holder in the light of any changes in the requirements and priorities within the school.

## **Responsibilities**

- To lead the development and implementation of appropriate syllabuses, schemes of work and resources of the curriculum area that reflect national developments in the subject area and teaching practice and methodology.
- To ensure that knowledge of such developments in the curriculum area and current understanding of how students learn most effectively is personally maintained and disseminated to other teachers.
- To liaise with the assigned member of the Senior Leadership Team in order to ensure appropriate response is made to curriculum development and initiatives at national, regional and local levels.
- To monitor, evaluate and report on the effectiveness of practice in the curriculum area, especially related to examination entry and performance (including the use of value added data) and with regard to the implementation of School Policies within the department such as assessment, recording and reporting. To develop strategies for improvement as a result of monitoring performance data and reviewing patterns.
- To lead on the department's use of data to monitor and track learner attainment and progress, identifying underachievement and forming appropriate interventions to ensure that the targets of individual and groups of learners are met.
- To agree/set and vigorously support the achievement of student progress targets in order to make a contribution to whole school targets ensuring the effective use of performance data.
- To work with colleagues to formulate, monitor and evaluate the department's strategic development plan ensuring that it links with the School Improvement Plan and accurately reflects the learning needs of students.
- To support the Senior Leadership Team in meeting whole school priorities and in realising the school's shared vision.
- To ensure that all colleagues know and understand the key school targets and the part they play in achieving these.
- To take an active role within the Subject Leaders' forum in order to ensure that the curriculum area makes a full contribution to the education of all students in the context of the School Improvement Plan and whole school developments/policies
- To promote and monitor, within the department, school policies related to issues of literacy, numeracy and the use of ICT; homework; lesson planning; record keeping and matters of health and safety (including the maintenance of attractive teaching environments)
- To ensure the effective day to day management of the curriculum including deployment of staff and resources and making appropriate arrangements for classes in the event of staff absences for effective continuation of students' learning.
- To participate in the selection process for departmental appointments and ensure effective induction of new staff in accordance with School procedures.
- To support and assist colleagues to ensure that they understand and are actively implementing the key aspects of the School's behaviour policy.
- To undertake performance management reviews ensuring that there is a clear focus on teaching and learning and student progress; that staff development needs are identified and appropriate programmes investigated and planned.
- To take appropriate action in order to build and maintain effective teamwork within the curriculum area especially through the establishment of good communication systems, the encouragement of the sharing of good practice and innovative use of meeting and training times.
- To ensure that teaching groups are organised so that the interests of all students are best met and in which individuals are encouraged to perform at the highest possible level.

- To work effectively with the school SENCO in order to ensure that appropriate systems and support mechanisms are used to maximise the achievement possibilities of all students.
- To ensure that teachers are aware of the needs of all pupils and groups and to make provision for this in their planning. To use frequent, regular and well-structured meetings to support this.
- To ensure that appropriate use is made of expertise within the Local Authority, Colleges and Schools' Collaboration.
- To ensure opportunities are explored to develop students' awareness and use of Religious Education beyond the classroom.
- To review, constantly, the curriculum area offered to students in order to reflect the rapidly changing world of work and the strengths of the students.
- To manage the department's budget.

It is an important feature that the Subject Leader should be a positive, professional role model. It is equally important that the Subject Leader is able to identify his/her own personal and professional development needs and be able to set and achieve his/her own professional objectives within a supportive school environment.

Each individual task may not have been identified and outlined within the main duties and responsibilities above. It would be expected that a Subject Leader would carry out any reasonable request made to undertake work of a similar level that is not specified in this job description.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate (formerly Criminal Records Bureau Enhanced Disclosure Certificate).**