**St Ursula’s Convent School Teacher Job Description - RE**

**A Humanities College and Teaching School**

**Report to: RE Subject Leader / HOD**

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| **Activity** | **Responsibility** |
| **Reporting to** | Head of Department and Key Stage Learning Manager (KSLM) |
| **Working Time** | 195 days per year / Pro rata . Full-time/ Part time, as per Advert |
| **Curriculum** | * Plan and prepare lessons in line with subject area programmes of study, using appropriate teaching methods and resources. * Set homework as per the homework timetable. * Contribute to the development of schemes of work and departmental policies |
| **Pastoral System** | * To be a Form Tutor to an assigned group of learners. * To promote the general progress and well-being of individual learners and of the Form Tutor Group as a whole. * To liaise with a Pastoral Leader to ensure the implementation of the school’s Pastoral System. * To register learners, 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 learners 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 learners and to make recommendations as to how these may be resolved. * To communicate as appropriate, with the parents of learners and with persons or bodies outside the school concerned with the welfare of individual learners, after consultation with the appropriate staff * To contribute to PSHE and citizenship and enterprise according to school policy * To apply the Behaviour management systems so that effective learning can take place. |
| **Monitoring** | * Understand and use national, LA and school data (including Fischer Family Trust) in order to assess student and personal performance. * Contribute to Subject Area monitoring of the assessment of student progress and attainment. |
| **Communication** | * Attend and contribute to meetings and discussions about teaching strategies, schemes of work and school and subject area policies. * Provide appropriate information to Subject Leaders, Year Leaders, SENDCO and SLT relating to student progress. |
| **External Communication** | * Maintain familiarity with statutory assessment and reporting requirements. * Prepare and present in line with school policy informative reports to parents/carers. * Attend Parents’ Evenings and Academic Review days when necessary. |
| **Quality Assurance** | * To help to implement school quality procedures and to adhere to those. * To contribute to the process of monitoring and evaluation of the 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 when required * To complete the relevant documentation to assist in the tracking of learners. * To track student progress and use information to inform teaching and learning. |
| **Staffing** | * Regularly review own Professional Development and identify training needs * Take part in Teacher Appraisal arrangements * Take part in lesson observations to share good practice. * Train as an accredited mentor * To assist where appropriate the teaching school |
| **Marketing and Liaison** | * To take part in marketing and liaison activities such as Open Day, Parents Evenings and liaison events with partner schools. * To contribute to the development of effective subject links with external agencies. |
| **Budget/Resources** | * Assist Subject Leader to:   + Identify resource needs   + Operate stock control system and an accurate asset register.   + Maintain an appropriate learning environment with effective displays * Follow agreed Health and Safety and Safeguarding procedures |

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**Signed ……………………………… Date …………………..**

**Person Specification**

**Qualifications**

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|  | QTS status |
|  | Degree Status |

**Teaching Ability**

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| **Preparation of lessons** | Always well prepared |
| **Classroom**  **performance** | Enthusiastic and energetic |
| **Pupil Progress** | Evidenced in results |
| **Marking of work** | Always detailed, thorough and positive |
| **Learning**  **environments** | Makes extensive use of student’s work and display  Keeps areas tidy and interesting |

**Relationships**

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| **Extra-curricular** | Gives her/his time generously |
| **Disposition** | Has a calming influence in times of stress |
| **Relationships with**  **Students** | Students respond extremely positively |
| **Co-operation** | Can work in a team |
| **Relationships with**  **Colleagues** | Held in high regard by colleagues |
| **Managing Conflict** | Able to give and receive effective feedback |
| **Conduct** | Exercises professional courtesy and judgement |

**Competencies**

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| **Level of ICT** | Is competent in the use of ICT to monitor pupil progress |

**Attendance and Punctuality**

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|  | Good attendance record |
|  | Always on time to school and to lessons |

**Catholicity**

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| Essential | Supportive of Catholic Education |
| Desired | Practising Catholic |