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

**A Humanities College and Teaching School**

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

|  |  |
| --- | --- |
| **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
 |

.

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

**Person Specification**

**Qualifications**

|  |  |
| --- | --- |
|  | QTS status |
|  | Degree Status |

**Teaching Ability**

|  |  |
| --- | --- |
| **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**

|  |  |
| --- | --- |
| **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**

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

**Attendance and Punctuality**

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

**Catholicity**

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