



St Ambrose Barlow RC High School & Sixth Form College

A National School of Creativity

Headteacher: Ben Davis

Curriculum Leader – Religious Education JOB DESCRIPTION

Job Title:	Curriculum Leader - Religious Education
Salary/Grade:	MPS/UPS (£24,373 - £40,494) + TLR 1B (£9,929)
Hours:	36 hours per week, all year round
Directly reporting to:	Member of the Senior Leadership Team
Responsibility for:	TLR holders in the faculty, teaching staff and other relevant personnel within the curriculum area
Liaison with:	Headteacher/Senior Leadership Team, Director of Catholic Life, other curriculum leaders, Heads of Houses, Pupil Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, Local Authority staff and parents.
Working Time:	195 days per year - Full time
Disclosure Level	Enhanced

Purpose

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress
- To be accountable for student progress and development within the curriculum area
- To develop and enhance the teaching practice of others
- To ensure the provision of an appropriately broad balanced relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and curricular policies determined by the Governing Body and Headteacher of the school
- To be accountable for leading, managing and developing the curriculum/curriculum area.
- To effectively manage and deploy a significant number of teaching/support staff, financial and physical resources within the curriculum area to support the designated curriculum provision
- To be secondary trained as a specialist subject teacher
- To be a practising Roman Catholic modelling the faith in all interactions

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MAIN (CORE) DUTIES:

Operation/Strategic Planning

- To lead the development of appropriate syllabi, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- The day-to-day management, control and operation of course provision within the curriculum area, including effective deployment of staff and physical resources
- To actively monitor and follow up student progress
- To implement all School Policies and Procedures
- To work with colleagues to formulate aims, objectives and strategic plans for the Curriculum Area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school
- To lead and manage the business planning function of the curriculum area, and to ensure that the planning activities of the curriculum area reflect the needs of students within the curriculum and the aims and objectives of the School.
- To ensure that the work within the curriculum area fully reflects the School's distinctive ethos and vision
- To take responsibility for liturgical celebration and work with the Senior Leadership team to ensure full integration of the liturgy into the life of school.
- To ensure the department's contribution to the school as a Catholic Community e.g. prayers and worship, charity work, assemblies and with the school's lay Chaplain.

Curriculum Provision

- To liaise with the Senior Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme which complements the School Development Plan/School Evaluation (SEF)
- To be accountable for the development and delivery of the curriculum area

Curriculum Development

- To lead curriculum development for the whole curriculum area
- To keep up to date with national developments in the curriculum area and teaching practice and methodology
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels
- To liaise with the Senior Leadership Team to maintain accreditation with the relevant examination and validating bodies
- To be responsible for the development of Key Skills and knowledge of retrieval practice in the curriculum area

Staffing Recruitment/Deployment of Staff

- To work with the Senior Leadership team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To be responsible for the efficient and effective deployment of the curriculum area's /support staff
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated curriculum area
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the curriculum area liaising with the Cover Manager to secure appropriate cover within the curriculum area.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures

- To promote teamwork and to motivate staff to ensure effective working relations
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.
- To inform the school on the first day of absence ideally before 7.30 a.m.
- To liaise with another members of the department at the start of absence re setting of work.

Quality Assurance

- To ensure the effective operation of quality assurance systems e.g. Homework, Behaviour and Attendance
- To establish the process of the setting of targets within the curriculum area and to work towards their achievement
- To establish common standards of practice within the curriculum area and develop the effectiveness of teaching and learning styles in all curriculum areas within the curriculum area
- To contribute to the School procedures for lesson observation
- To implement school quality procedures and to ensure adherence to those within the curriculum area
- To monitor and evaluate the curriculum/curriculum area in line within agreed School procedures including evaluation against quality standards and performance criteria
- To seek/implement modification and improvement where required
- To ensure that the curriculum area's quality procedures meet the requirements of Self Evaluation Form (SEF) and the School Development Plan (SIP)
- To be a strong classroom practitioner

Management Information

- To ensure the maintenance of accurate and up-to-date information concerning the curriculum area on the management information system (e.g. class/set lists in SIMS)
- To make use of analysis and evaluate performance data provided
- 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
- To produce curriculum termly reports within the Annual SEF Review cycle for the Headteacher
- To produce reports on examination performance, including the use of relevant data
- In conjunction with the relevant member of the Senior Leadership Team to manage the curriculum area's collection of data
- To provide the Governing Body with relevant information relating to the curriculum area performance and development

Communication

- To ensure that all members of the department are familiar with its aims and objectives
- To ensure effective communication/consultation as appropriate with the parents of students
- To liaise with partner schools, post-16 institutions, Higher Education Institutions, Industry, Examination Board, Awarding Bodies and other relevant external bodies
- To represent the curriculum area view and interest within the cycle of meetings where appropriate.

Marketing and Liaison

- To contribute to the School liaison and marketing activities e.g. the collection of material for press releases

- To lead the development of effective curriculum links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of curriculums at Open Days/Evening and other events
- To actively promote the development of effective curriculum links with external agencies

Management of Resources

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department capitation, acting as a cost centre manager, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records
- To work with the Senior Leadership Team in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed

Pastoral System

- To monitor and support the overall progress and development of students within the curriculum area
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow up procedures are adhered to and that appropriate action is taken where necessary
- To act as a form tutor and to carry out the duties associated with that role as outlined in the generic MPS Teacher job description
- To contribute to PSHE, Citizenship and Enterprise according to school policy.
- To ensure the relationships and Behaviour Policy is implemented in the curriculum area so that effective learning can take place in an inclusive, welcoming Catholic school

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher

OTHER SPECIFIC DUTIES

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

The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

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 manager 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.

Last reviewed March 2020