



Job Description

Job Title **SECOND IN DEPARTMENT – RELIGIOUS EDUCATION**

Salary MPS / UPS + TLR 2c

Start September 2019 (before, if possible)

Duties and responsibilities

Post holders are key to the life of the College and their role carries significant leadership and management responsibilities. It is essential that they actively support to the vision and ethos of St Ignatius College. They have a clear vision for their area of responsibility including curriculum planning, teaching and learning, strategic planning, monitoring and evaluation, behaviour for learning, effective use of resources, creating a stimulating learning environment, overseeing Performance Management, addressing underachievement and assessment and reporting in their Subject Area. Most importantly, post holders motivate others, lead by example and strike the appropriate balance of support and challenge.

Main Purpose of the Second in Department for RE:

To support the school's Catholic Jesuit ethos and aims as expressed in the School's Mission Statement and Aims.

To ensure that the negotiated aims of the Religious Education Department (which reflect those of the school) are achieved by enabling the staff to deliver the curriculum.

Responsible for:

- The learning and teaching across the RE Curriculum with responsibility for a Key Stage
- Co-ordinating and overseeing teaching staff and support staff working with the RE curriculum
- The coaching, mentoring and development of all staff within the RE Department

Leadership and Management:

- Evaluate pupils' progress, achievement and attainment, and report to the Subject Leader and Senior Leadership Team
- Co-ordinate and take day-to-day responsibility for the organisation and management of all staff involved in implementing the above
- To play a key role in the Chaplaincy Team and actively promote the Catholic Life of the College
- In the absence of the Subject Leader, to undertake as necessary the professional duties that pertain to that role
- Seek to ensure the effective use of the school's resources in the RE Curriculum
- To undertake particular responsibility as Second in Charge of the Department for the following areas:
 - Responsible for continuity and progression /assessment tracking and monitoring across a Key Stage and its impact on setting and extra-curricular provision
 - Monitor and track student progress across the Key Stage

- Monitor teaching, learning and assessment across the Key Stage
- To act as coach and mentor to members of the Department and to work with Senior Managers with teachers to the Department
- Playing an active part in all relevant meetings
- Writing up minutes if needed, of such meetings as planned by the Subject Leader
- Ensure good display for learning throughout the Department
- Undertake the duties and responsibilities considered reasonable and appropriate
- Design curriculum for Key Stage including land mark assessments and SoW and monitor its implementation across the RE Curriculum
- Liaise closely with other colleagues to ensure continuity and progression across the Key Stages
- Establish good relationships, encourage good working practices and support teachers
- Plan, organise and chair meetings when necessary
- Support and motivate support staff working within the RE Department
- Lead by example in all areas of the curriculum
- Liaise with teaching assistants and outside agencies

Teaching and Learning:

- Monitor and evaluate in conjunction with other colleagues the implementation of the RE Curriculum.
- Monitor the quality of teaching and learning, in line with school policy. This may include lesson observations, monitoring of planning and scrutiny of students' work.
- Provide support to colleagues in the teaching of RE across the school.
- Ensure common approaches to assessment across the department.
- To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition the post is subject to compliance with:
 - School policies and guidelines on the curriculum and school organisation
 - National Standards for Qualified Teachers
 - The Conditions of Service for School Teachers in England and Wales and with locally agreed conditions of employment
 - SEN Code of Practice

Recording and Assessment:

- Have input in to the target setting process for raising achievement for pupils across the Key Stages
- Monitor progress across the Key Stage and ensure appropriate action plans are in place where issues are identified
- Monitor planning to ensure individual needs are being met
- Collect and interpret assessment data and plan appropriate interventions

Standards and Quality Assurance

- Support the aims and ethos of the school.
- Attend and participate in open/parent evenings.
- Uphold the school's behaviour code and uniform regulations.
- Participate in staff training.
- Participate in Continuing Professional Development with particular reference to the RE Curriculum issues.
- Attend team and staff meetings.
- Develop links with Governors, LAs and other schools.
- Support and monitor any teachers needing support in the RE Curriculum

Delegated accountabilities may vary according to the strengths of the individual and key tasks will be negotiated according to the key accountabilities above.