

# ST AUGUSTINE'S RC HIGH SCHOOL

## JOB DESCRIPTION

<b>POST TITLE:</b>	<b>Curriculum Leader of RELIGIOUS EDUCATION</b>
<b>TLR LEVEL : 1.2</b>	
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• To maintain the highest standards of student attainment and achievement within the curriculum area and to monitor and support student progress.</li> <li>• To be accountable for student progress and development within the subject area.</li> <li>• To develop and enhance the teaching practice of others.</li> <li>• To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the policies determined by the Governing Body and Headteacher of the school.</li> <li>• To be accountable for leading, managing and developing the subject/curriculum area.</li> <li>• To manage effectively and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.</li> <li>• To lead and support the role of chaplaincy and the chaplaincy team.</li> <li>• To lead and develop the liturgical life of the school.</li> </ul>
<b>Reporting to:</b>	SLT Line Manager
<b>Responsible for:</b>	Teaching staff and other relevant personnel within the department.
<b>Liaising with:</b>	Head/Deputy/SLT, other Heads of Department, Pastoral Teams and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA staff, parents.
<b>Working Time:</b>	195 days per year. Full time.
<b>Salary/Grade:</b>	MPS / UPS + TLR 1.2
<b>Disclosure level:</b>	Enhanced
<b>MAIN DUTIES</b>	
<b>Operational/Strategic Planning</b>	<ul style="list-style-type: none"> <li>• To lead the development of appropriate curriculum, resources, schemes of work, assessment and teaching and learning strategies in the department.</li> <li>• To lead and develop the liturgical life of the school, including collective worship and Masses.</li> <li>• To support the role of chaplaincy within school, working with the existing chaplaincy team.</li> <li>• The day-to-day management, control and operation of course provision within the department, including effective deployment of staff and resources.</li> <li>• To monitor and follow up student progress.</li> <li>• To implement school policies and procedures, e.g. Equal Opportunities, Health and Safety,</li> </ul>

	<ul style="list-style-type: none"> <li>• To work with colleagues to formulate aims, objectives and strategic plans for the department via the departmental development plan with reference to the needs of students and to the aims, objectives and strategic plans of the school.</li> <li>• To develop the effectiveness of teaching and learning within the department.</li> <li>• To contribute to the school procedures for lesson observation.</li> <li>• To monitor and evaluate the department in line with agreed school procedures including evaluation against quality standards and performance criteria.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system (SIMS and PARS).</li> <li>• To analyse and evaluate performance data provided.</li> <li>• 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.</li> <li>• To produce reports on examination performance, including the use of value-added data.</li> <li>• To provide the SLT and Governing Body with relevant information relating to the department's performance and development.</li> </ul>
<b>Communication:</b>	<ul style="list-style-type: none"> <li>• To ensure effective communication/consultation as appropriate with the parents of students.</li> <li>• To liaise with partner schools, local parishes, higher education, examination boards, awarding bodies and other relevant external bodies.</li> <li>• To represent the department's views and interests at Curriculum Leader meetings.</li> <li>• To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.</li> <li>• To promote the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>• To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department's budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.</li> <li>• To foster and implement the application of ICT in RE including the development of materials for learning.</li> <li>• To ensure that Health and Safety policies and practices throughout the department are in line with national requirements and are updated where necessary.</li> </ul>

<b>Curriculum:</b>	<ul style="list-style-type: none"> <li>• To liaise with the Deputy Head to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum.</li> <li>• To keep up to date with national developments in the subject area and teaching practice and methodology.</li> <li>• To monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>• To liaise with the Deputy Head to maintain accreditation with the relevant examination and validating bodies.</li> <li>• To ensure that the development of RE is in line with diocesan guidelines and national developments.</li> <li>• To promote extra-curricular activities and trips, such as retreats.</li> <li>• To contribute to cross-curricular PSHE and Citizenship according to school policy.</li> </ul>
<b>Staffing:</b>	<ul style="list-style-type: none"> <li>• To undertake Appraisal Reviews and to act as reviewer for a group of staff within the department.</li> <li>• To work with the Assistant Headteacher to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• To make appropriate arrangements for classes when staff are absent, liaising with the cover staff.</li> <li>• To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>• To participate in the school's ITT programme as appropriate.</li> <li>• To be responsible for the day-to-day management of staff within the department and act as a positive role model.</li> <li>• To observe lessons and provide formative feedback to colleagues within the department.</li> <li>• To undertake regular work scrutiny with members of the department to ensure that the marking policy is being followed.</li> </ul>
<b>Pastoral:</b>	<ul style="list-style-type: none"> <li>• To monitor and support the overall progress and development of students within the department.</li> <li>• To liaise with Year Leaders to secure high quality collective worship.</li> <li>• To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.</li> <li>• To ensure the behaviour management system is implemented in the department so that effective learning can take place.</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.</li> </ul>

**Other Specific Duties:**

To continue personal, professional development.

To engage actively in the appraisal process.

To undertake any other duty as specified by STPCD.

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.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

January 2018