

Director of Religious Education

Job Description

Introduction

- The governors will appoint a practising Catholic who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of the life of the school.
- The appointment is subject to the current conditions of service for teachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the Director of RE shall consult, where appropriate, the governing body, the diocese, the local authority, the staff of the school, the parents of its students and the parish/es served by the school.
- This job description may be amended at any time, following consultation between the Director of RE, Headmaster and the governing body.

Core purpose

- To lead the Catholic ethos mission aims and objectives of the school.
- To provide professional leadership and management of an outstanding RE department.
- To provide a high quality educational experience for all students to raise the levels of attainment and achievement.
- To provide a lead in the Catholic life of the school together with the SLT line manager for the RE department and Catholic life of the school.
- To organise liturgy and worship in conjunction with Headmaster and SLT line manager.

In addition to the job description for a qualified teacher, as a subject leader, the person appointed will undertake the following duties and responsibilities:

Strategic direction and development of the subject

- Develop and ensure implementation of a whole-school policy for RE in line with the aims and policies of the school.
- Use Diocesan, national, local and school management data effectively, to monitor standards of achievement across the school in RE.
- Produce short, medium, long- term plans to develop RE in relation to:
 - resources
 - staff professional development requirements
 - the aims of the school, and its policies and practices, and ensure this is integrated into the school development plan
 - targets for realistic but challenging improvements
- Monitor the progress made towards achieving RE plans and targets and use this information to plan future developments.
- To lead in the liturgical experience and spiritual life of the school, both curricular and extra-

curricular in conjunction with SLT and school chaplain.

- To organise events and activities that raise the profile of RE and Catholic ethos across the school community.
- To report to Governor meetings where appropriate.
- To be involved in the extra-curricular life of the school, both RE and non-RE related, e.g. charity work, residential trips.
- To assist on the planning and development of the post-16 provision especially for the RE element.
- To attend all activities and events that promote the Catholic life of Trinity Catholic High School.

Teaching and Learning

- Follow the requirements of the exam board and meet with requirements of the Catholic Education Directory.
- Ensure curriculum coverage, continuity and progression in RE throughout the school.
- Ensure that teachers are clear about teaching objectives, understand the sequence of teaching and learning in the subject and communicate this to students.
- Support and guide colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of the full range of students.
- Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement in line with school policy.
- Monitor teaching and learning by regular
 - Observations
 - Learning walks
 - Book scrutiny
 - Data analysis
- Evaluate the teaching of the subject in school, use this analysis to identify effective practice and areas for improvement and take action to improve further the quality of teaching in the subject.
- To monitor the progress of students with regards to progress in Religious Education, identifying and implementing appropriate strategies to raise achievement levels.
- To participate in and organise strategies to raise progress levels in all students.
- To liaise with parents to ensure that they are fully involved and informed about all issues of progress and intervention.
- To act as a form tutor and provide pastoral support to those students in your tutor group.

Leading and Managing Staff

- Lead professional development of staff through example and support.
- To be an Outstanding classroom practitioner.
- To ensure the behaviour policy is consistently implemented.
- Ensure newly qualified staff and staff new to the department receive appropriate support for the subject.
- Work with the Inclusion staff to ensure that SEN and PP students have specific targets and that work is matched to students' needs.
- To make appropriate arrangements when staff are absent.

- Ensure that the Headmaster, senior managers and Governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets and subject-related professional development plans.
- To lead the development of subject links with partner schools and community and to effectively promote open day/evenings and other events.
- To be responsible for appraisal and line management of members of the Religious Education team, delegating responsibility as appropriate.
- To be involved in the appraisal and line management of teams beyond the Religious Education team, as part of whole school improvement.
- To participate, when necessary, in the recruitment and development of all staff.

Accountability

- Communicate effectively, orally and in writing to a range of audiences e.g. staff, students, parents and Governors.
- Discuss with the management the progress of the department regarding data and development plan.
- Establish resource and staff requirements for the subject and inform the link SLT of costs and priorities. Distribute subject resources to meet the objectives of the school.
- Keep abreast of curriculum developments to ensure the department is up to date.
- Ensure the effective and efficient management of learning resources for the RE subject.
- Ensure a stimulating but safe working environment in which risks are regularly assessed regarding safeguarding, health and safety and visits policy.
- Report to the Headmaster and Governors as required.

Student Care

- To be responsible for the effective monitoring of student welfare, progress and behaviour in RE.
- To assist with the management of behaviour and student safety in the school.
- To guide and instruct other members of school staff with regarding to positive behaviour management.
- To lead with and develop the Catholic ethos of Trinity Catholic High School.

Other Professional Requirements

- Establish and maintain positive effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Be aware of the need to take responsibility for your own professional development and ensure attendance at Diocesan inset provision.
- Lead the school in the fostering of the school ethos.
- Love teaching, a positive and balanced professional and who will enjoy the challenge of moving Trinity Catholic High School forward.

This job description sets out the main duties of the post at the date when it was drawn up; it does not provide an exhaustive list of duties. Duties may vary from time to time without changing the general character of the post or level of responsibility.

Person Specification

Experience

- Has shown and is able to prove the ability to be a whole school leader.
- Shows the ability to be an outstanding classroom practitioner in the subject of Religious Education.
- Has taught classes at all ages and all abilities, especially A level.
- Able to demonstrate that students within their care make good progress.
- Can show the ability to coach others to become better at all they do.
- Has been active in the extra-curricular life of the school.
- Has been involved in Appraisal of other staff members.
- Is a committed and fully practising Catholic.

Skills

- An understanding of how data is used to inform decisions.
- Excellent written and verbal skills.
- Excellent organisational and planning skills.
- Able to relate to all staff in the school.
- Able to work on one's own, using one's own initiative.
- A good working knowledge of School Management of Information systems.
- A good knowledge of Positive Behaviour management strategies.
- Able to reduce tension in relationships.
- A sound knowledge of Catholic liturgical practice.

Qualities

- Passionate about teaching.
- Understands that education has the ability to change lives.
- Loves working with children.
- Effective communicator.
- Confidential.
- Trustworthy and honest.
- Committed to improving the life chances of children.
- Enthusiastic.
- Able to generate enthusiasm and commitment from team members.
- Confident, positive and flexible.
- A love of gospel and the Catholic Faith and identity of the school.
- Can prove a willingness to be involved in extra-curricular activities.
- A calm disposition.