

Full Time Curriculum Leader Religious Education

Job Description – MPR/UPR plus TLR 1.1 (£25,714 - £41,604 plus £8,291)

|  |  |
| --- | --- |
| **POST TITLE** | **CURRICULUM LEADER OF RELIGIOUS EDUATION** |
| **Purpose:** | * To raise standards of student attainment and achievement within the curriculum area and to monitor and support student   progress.   * To be accountable for student progress and development within   the subject 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 department, in accordance with the aims of the school and the policies determined by the Governing Body and Headteacher of the school   * To be accountable for leading, managing and developing the   subject/curriculum area   * To manage effectively and deploy teaching/support staff, * financial and physical resources within the department to support the designated curriculum portfolio * To take a lead role in the promotion of the catholic ethos, mission and vision of the school * To provide a lead in the Catholic life of the school together with the SLT member appointed to lead Catholic life of the school * To support the Chaplaincy provision to enhance the Catholic life of the school * To organise the liturgy and worship in conjunction with the lay chaplain and SLT lead for the Catholic life in school * To develop and ensure implementation of a whole-school policy for SRE in line with the aims and policy for SRE in line with the aims and policies of the school * To use Diocesan, national, local and school management data effectively, and to monitor standards of achievement across the school in RE * To be involved in the liturgical experience and spiritual life of the school, both curricular and extra in conjunction with SLT and school chaplain * To be involved in the extra-curricular life of the school, both RE and non-RE related, eg: Faith in Action, charity work and retreat days * To plan, arrange school visitors and visits to enhance the RE curriculum and Catholic life of the school |
| **Reporting to:** | SLT Line Manager |
| **Responsible for:** | Teaching staff and other relevant personnel within the department. |
| **Liaising with:** | Head/Deputy/SLT, other Curriculum Leaders, Pastoral Teams and  relevant staff with cross-school responsibilities, relevant non-Teaching  support staff, LA staff, and parents. |

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
| **Working Time:** | 195 days per year. Full time |
| **Salary/Grade** | MPR / UPS + TLR 1.1 |
| **Disclosure level:** | Enhanced |
| **MAIN DUTIES** |  |
| **Operational/Strategic Planning** | * To lead the development of appropriate curriculum, resources, * schemes of work, assessment and teaching and learning * strategies in the department * The day-to-day management, control and operation of course * provision within the department, including effective deployment * of staff and resources * o monitor and follow up student progress. * To implement School Policies and Procedures, e.g. Equal * Opportunities, Health and Safety * 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 * o establish the process of the setting of targets within the * department and to work towards their achievement * To develop the effectiveness of teaching and learning within the   Department   * To contribute to the School procedures for lesson observation * o implement School quality procedures and to ensure * adherence to those within the department * To monitor and evaluate the department in line with agreed * School procedures including evaluation against quality standards and performance criteria |
| **Management Information:** | * To ensure the maintenance of accurate and up-to-date   information concerning the department on the management  information system (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 reports on examination performance, including the   use of value-added data   * To provide the SLT and Governing Body with relevant   information relating to the department’s 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, local parishes, higher education,   examination boards, awarding bodies and other relevant external bodies   * To represent the department’s views and interests at Curriculum   Leader meetings   * 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   * To promote the development of effective subject 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’s budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate  records   * To foster and implement application of ICT in R.E. including the   development of materials for learning   * To ensure that Health and Safety policies and practices,   including Risk Assessments, throughout the department are in  line with national requirements and are updated where  necessary, therefore liaising with the school’s Health and Safety  Manager |
| **Curriculum:** | * To liaise with the Deputy Head to ensure the delivery of an   appropriate, comprehensive, high quality and cost-effective  curriculum   * To keep up to date with national developments in the subject   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 Deputy Head to maintain accreditation with the   relevant examination and validating bodies   * To ensure that the development of R.E. is in line with diocesan   guidelines and national developments   * To follow the requirements of the exam board, and meet with requirements of the RE Curriculum Directory * To ensure curriculum coverage, continuity and progression in RE throughout the school * To ensure 10% curriculum is RE for KS3/4 * To be aware of the need to take responsibility for your own professional development, and ensure attendance at Diocesan inset provision |
| **Staffing:** | * To undertake Appraisal Reviews and to act as reviewer for a   group of staff within the department   * To work with the Assistant Headteacher to ensure that staff   development needs are identified and that appropriate  programmes are designed to meet such needs   * To make appropriate arrangements for classes when staff are   absent, liaising with the relevant staff to secure appropriate  cover within the department   * 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 participate in the school’s ITT programme as appropriate * To be responsible for the day-to-day management of staff within   the designated department and act as a positive role model |
| **Quality Assurance:** | * To ensure the effective operation of quality control systems * To undertake regular work scrutiny with members of the   department to ensure that the Marking Policy is being used  correctly |

|  |  |
| --- | --- |
|  |  |
|  |  |
| **Pastoral System:** | * To monitor and support the overall progress and development of students within the department * To act as a Form Tutor and to carry out the duties associated   with that role as outlined in the generic job description   * To contribute to PSHCE, citizenship and enterprise according to   school policy   * To ensure the Behaviour Management system is implemented in the department so that effective learning can take place |
| **Teaching:** | * To undertake an appropriate programme of teaching in   accordance with the duties of a standard scale teacher |
| **Other Specific Duties:** | |
| To continue personal, professional development.  To engage actively in the appraisal process.  To undertake any other duty as specified by STPCD not mentioned in the above.  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. | |