

## 2i/c Religious Studies Department / Job Description

**Job Purpose:** To ensure high quality curriculum provision and effective teaching and learning within the Religious Studies curriculum area, and to carry out the professional duties of a qualified teacher.

- To oversee the development of the curriculum with the Subject leader (focussing on KS3 but not exclusively) including the SOWs and curriculum map. The implementation of the Catholic Religious Education Directory is key to this role.
- To support colleagues for the effective delivery of the KS3 RS curriculum
- To design and ensure the effective administration of KS3 assessments
- To lead on KS3 marking and moderation processes and data analysis
- To use data to lead on the organisation of setting in KS3 and movement of students
- To work with staff within the Department to ensure KS3 reports are not completed in isolation
- To lead on quality assurance of progress reports
- To help prepare and distribute work for absent colleagues
- To support the Head of Department with Behaviour for Learning culture
- To work alongside the Closing the Gap Manager regarding KS3 RAP meetings
- To support the Head of Department with student groupings, progress monitoring
- To contribute to the development of the two year GCSE at St Paul's.

### Additionally:

- To be deployed as an Appraiser within the Department
- To attend and feedback on relevant training for example from the Diocese alongside Head of Department
- To support the Head of Department with planning and organisation of events such as Open Day/KS4 Options Fair
- To deputise for the Subject Lead when required including setting cover and making provision for changes to the TT in periods of absence.

### Teaching

- To design, plan and deliver lessons across both key stages
- To work collaboratively with the Religious Studies team to plan schemes of learning, assessments and Religious Studies events
- To work collaboratively with support staff assigned to teaching groups
- To set high expectations for students' behaviour by establishing a good standard of discipline and a purposeful working environment in accordance with the St Paul's Behaviour and Discipline Policy
- To establish positive and productive relationships with students
- To use data to plan interventions for individuals and groups of students
- To reflect on and commit to professional development and improvement of own practice



## **Assessment and Reporting**

- To monitor students' classwork and homework
- To provide feedback to enable all students to make progress
- To assess, record and report on the development, progress and attainment of students
- To communicate and consult with parents and carers about students' progress and attainment

## **Knowledge and Understanding**

- To have a detailed knowledge of relevant aspects of the National Curriculum
- To have a secure subject knowledge in the relevant subject area
- To have a clear understanding of current educational issues, theory and practice

## **Professional Responsibilities**

- To support the ethos, vision, principles and values of the Academy
- To treat colleagues, students and all members of the community, with respect and consideration
- To treat all students fairly, consistently and without prejudice
- To liaise with partner professionals responsible for students' welfare, care and guidance
- To contribute to the school's extra-curricular activities programme
- To establish effective working relationships with colleagues
- To support the school's responsibility for safeguarding students
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- To engage actively in the performance management process
- To be responsible for a tutor group, if applicable
- To undertake specific duties within the Department as agreed with the Head of Department
- Support the aims of the Academy through attendance at and participation in events such as Open

## **General Requirements**

- All teachers take an active role in the Academy's care and guidance of students and may be expected to fulfill the role of form tutor or similar role as determined by the Academy
- All teachers may be asked to undertake other reasonable duties related to the job purpose required from time to time at the request of the Principal.

## **Person Specification:**

You will be:

- A well-qualified and inspirational teacher able to deliver the content of the RED and GCSE courses.
- An enthusiastic, determined and personable leader, able to motivate others
- Forward thinking and innovative.
- Keen to work collaboratively with colleagues across the Academy.



**You will have:**

- Demonstrated committed leadership skills.
- A strategic vision for the future of Religious Studies.
- High expectations of all students and commitment to the achievement of all.
- A collaborative approach to development of the quality of education.

**Closing Date:** 29th April 2024

**Interviews:** 1st May onwards (TBC)

**Internal applications** should write a letter of application (no more than one side of A4) and send it to **Mrs Ward** [sheila.ward@stpauls.greenwich.sch.uk](mailto:sheila.ward@stpauls.greenwich.sch.uk)

**External applicants** should complete the full application form which can be obtained from Lisa Way HR Officer at [lisa.way@stpauls.greenwich.sch.uk](mailto:lisa.way@stpauls.greenwich.sch.uk) or calling her on 0208 311 3868 Ext: 122.

