



Job Description Assistant Curriculum Leader of RE

Main Purpose

The class teacher will work with the Headteacher and Governing Body by:

- To support and contribute to the Catholic life of St Bernard's community
- To ensure the effective education of students in assigned classes in line with departmental and whole school objectives, policies and schemes of work

Duties & Responsibilities

Under the direction of the headteacher, the class teacher will:

- To plan, prepare and deliver engaging lessons and other activities to ensure the effective learning and progress of assigned students
- To participate in departmental self-review activities including departmental development planning
- To employ varied methods of teaching and learning, appropriate to the abilities and aspirations of students and which enable them to take maximum responsibility for their learning
- To maintain effective and accurate records of attendance and progress of students in accordance with whole school and departmental assessment, recording, reporting and marking policies and to use available data to inform planning and preparation
- To consult with and inform staff and parents regarding the progress, attainment, attitude and behaviour of students
- To contribute to the pastoral care and management of student behaviour in accordance with whole school and departmental policies
- To ensure that equipment and resources are kept in good order and that rooms allocated for use are cared for and offer an attractive and educationally stimulating environment
- To participate in the school's Performance Management programme
- To participate in the school's Continuing Professional Development programme
- To participate in the school's monitoring, evaluation and target setting programmes
- To attend all relevant staff, departmental and consultation meetings
- To maintain an awareness of equal opportunity, health and safety and data protection issues and to adhere to any relevant policies in these matters

Specific Roles & Responsibilities

- Work alongside the Curriculum Leader to develop a shared vision for the department, which contributes to the vision for the whole school as expressed in the School Improvement Plan
- Keep the department focussed on the development and improvement of teaching and learning. Encourage experimentation, reflection and





sharing of good practice

- Set and deliver high standards within the department in terms of student progress, student behaviour, teaching, assessment and monitoring
- Develop and improve the SMSC opportunities for pupils across the St Bernard's community
- Support the curriculum leader to ensure the department makes an active contribution to the development of the school
- Foster student enjoyment of your subject area and create a strong work ethic amongst students in the department. Celebrate student success and reward hard work
- Keep up to date with national developments in the subject area and teaching practice and methodology
- Support the curriculum leader in monitoring the quality of teaching, learning, assessment, homework and behaviour in the department.
- Support the curriculum leader in updating Schemes of Work and note the departmental contribution to literacy, numeracy, citizenship, work related learning, economic well-being and spiritual, moral, social and cultural education

This job description may be amended at any time following consultation with the Headteacher, and will be reviewed annually.





Person Specification Lead

Practitioner of RE

Experience	Essential / Desirable
To have taught RE across the age and ability range, KS3 and KS4	Essential
To have taken responsibility for planning, implementing and evaluating schemes of work	Desirable
Proven experience in the delivery of high quality teaching and learning especially at Key Stage 3 or 4	Essential
Experience of working as part of teams to secure innovation and change	Essential
Qualifications & Training	
RE or related degree	Essential
QTS	Essential
Evidence of recent further professional development	Essential
Special Skills & Knowledge	
Ability to support staff in the development of effective learning strategies and resources required for borderline students	Essential
Knowledge of current educational thinking regarding raising achievement in RE through teaching and learning styles	Essential
To develop resources which facilitates personalised learning and develop an enthusiasm for learning RE	Essential
The skill to coach others to enhance the quality of teaching in RE	Desirable
An awareness of the agenda for safeguarding and promoting the welfare of children	Essential
Knowledge and understanding of Positive Behaviour Management	Essential
Skills/Aptitudes	
The ability to use a range of classroom management and teaching strategies	Essential
ICT literate	Essential
Effective Interpersonal skills	Essential





Teamwork and leadership skills	Essential
The ability to network with other establishments to research best practice and implement findings where appropriate	Essential
Specific Requirements	
A practicing Catholic	Essential
A commitment to raising student attainment and progress at all levels in RE and supporting the Catholic ethos and aims of the school	Essential
Personal Qualities	
An understanding of and commitment to equal opportunities issues both within the workplace and the community in general	Essential
Conscientious, honest and reliable	Essential
Highly motivated	Essential
Sense of humour	Essential
Personal Circumstances	
A disclosure and barring service check at enhanced level	Essential

