



ST MICHAEL'S CATHOLIC HIGH SCHOOL

**SECOND IN DEPARTMENT
RELIGIOUS EDUCATION
JOB DESCRIPTION (TRL2B)**

1. **JOB TITLE:**
SECOND IN DEPARTMENT – RELIGIOUS EDUCATION
(Please refer also to the Classroom Teacher Job Description)
2. **JOB PURPOSE:**
To ensure that the negotiated aims of the Religious Education Department (which reflect those of the school) are achieved by enabling the staff to deliver the curriculum, including the curriculum, effectively.
3. **ACCOUNTABLE FOR:**
Particular responsibilities assigned to him/her, as decided by the Headteacher/Subject Leader.

KEEPING CHILDREN SAFE

It is the duty and responsibility of every member of staff (teaching and non-teaching) to monitor the welfare of every child and act swiftly in their interests when a need is recognised. The actions of every staff member and responsible adult matter too, for every child.

All members of school staff (teaching and non-teaching) employed to work on school premises and in contact with children must read, understand and comply with the School's policy on child protection and procedures for safeguarding children.

4. **ACCOUNTABLE TO:**
Subject Leader / Line Manager.
5. **KEY TASKS**
 1. To support the school's ethos and aims as expressed in the School's Mission Statement and Aims.
 2. To undertake professional duties as described in Teachers Pay & Conditions document.
 3. In the absence of the Subject Leader, to undertake as necessary the professional duties that pertain to that role.
 4. To undertake particular responsibility as Second in Charge of the Department for the following areas:

- 4.1. Responsible for continuity and progression /assessment tracking and monitoring in KS3 and its impact on setting and extra-curricular provision at KS3.
- 4.2. To act as coach and mentor to new members of the Department and Student Teachers.
 - 4.2.1. Playing an active part in all relevant meetings.
 - 4.2.2 Writing up minutes, on a rota basis, of such meetings as planned by the Subject Leader.
- 4.3. Take the lead role in implementing the Religious Education Directory for KS3.
- 4.4. Review and monitor the KS3 Curriculum and update KS3 resources.
- 4.5. Support the Subject Leader in carrying out learning walks and work scrutines.
- 4.6. Responsible for all assessment at KS3 including; departmental marking, moderation and analysis of assessments set.

N.B. Delegated accountabilities may vary according to the strengths of the individual.