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| <b>Post Title:</b>                          | <b>SECOND IN DEPARTMENT OF RE</b>  |
| <b>Salary</b>                               | <b>TLR2b, full-time</b>  |
| <b><u>Principal Accountabilities</u></b>    |  |
| <b>Purpose:</b>                             | <ul style="list-style-type: none"> <li>To actively support the catholic ethos of the school and to safeguard the well-being of all pupils in school.</li> <li>To provide the highest quality of education in RE</li> <li>To raise standards of pupil attainment and achievement within the curriculum area and to monitor and support pupil progress.</li> <li>To develop and enhance the teaching practice of others.</li> <li>To support the HOD with leading, managing and developing the curriculum area.</li> <li>To help the department with its aim to achieve outstanding in a Section 48 inspection</li> <li>To deputise for the HOD as and when necessary</li> </ul> |
| <b>Reporting to:</b>                        | Head of Department/Link SLT/Headteacher  |
| <b>Responsible for:</b>                     | Specific responsibilities related to being Second in Department of RE will be established on appointment depending on appointee strengths.   |
| <b>Liaising with:</b>                       | Head of Department, other Department teachers, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA staff, parents.   |
| <b>Working Time:</b>                        | 195 days per year. Full time   |
| <b>Disclosure level</b>                     | Enhanced   |
| <b>Operational/<br/>Strategic Planning</b>  | <ul style="list-style-type: none"> <li>To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.</li> <li>To contribute to the Department's development plan and its implementation.</li> <li>To plan and prepare courses and lessons.</li> <li>To contribute to the whole school's planning activities.</li> </ul>   |
| <b>Curriculum Provision:</b>                | <ul style="list-style-type: none"> <li>To assist the Head of Department to ensure that the curriculum area you teach in provides a range of teaching which complements the school's strategic objectives.</li> </ul>   |
| <b>Curriculum Development:</b>              | <ul style="list-style-type: none"> <li>Within your department to assist in the process of curriculum development and change so as to ensure continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives.</li> </ul>  |
| <b>Staffing:</b>                            | <ul style="list-style-type: none"> <li>To continue personal development in your relevant subject areas including subject knowledge and teaching methods</li> </ul>   |
| <b>Staff Development</b>                    | <ul style="list-style-type: none"> <li>To actively engage in and undertake Appraisal Review(s)</li> </ul>  |
| <b>Recruitment/<br/>Deployment of Staff</b> | <ul style="list-style-type: none"> <li>To make appropriate arrangements for classes when absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.</li> <li>To participate in the school's ITT programme.</li> <li>To work as a member of a designated team and to contribute positively to effective working relations within the Department and school.</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>To ensure effective/efficient deployment of classroom support.</li> </ul>   |
| <b>Quality Assurance:</b>  | <ul style="list-style-type: none"> <li>To help to implement departmental and school improvement planning processes within your department.</li> <li>To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.</li> <li>To seek/implement modification and improvement where required.</li> <li>To review from time to time, methods of teaching and programmes of work.</li> </ul>  |
| <b>Management of Information:</b>  | <ul style="list-style-type: none"> <li>To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.</li> <li>To complete the relevant documentation to assist in the tracking of students and to inform teaching and learning.</li> <li>To make use of analysis and evaluate performance data provided.</li> <li>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.</li> </ul>                              |
| <b>Communication:</b>  | <ul style="list-style-type: none"> <li>To ensure effective communication/consultation as appropriate with the parents of students.</li> <li>To communicate effectively with your Head of Department and Heads of Year.</li> </ul>  |
| <b>Marketing and Liaison:</b>  | <ul style="list-style-type: none"> <li>To contribute to the school liaison and marketing activities, e.g. Parents' and Open evenings.</li> <li>To contribute to 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.</li> <li>To actively promote the development of effective subject links with external agencies.</li> </ul>  |
| <b>Management of Resources:</b>  | <ul style="list-style-type: none"> <li>To contribute to the process of ordering and allocation of equipment and materials within your department.</li> <li>To assist the Head of Department to identify resource needs, and to contribute to the efficient/effective use of physical resources.</li> </ul>   |
| <b>Pastoral System:</b>  | <ul style="list-style-type: none"> <li>To assist the Head of Department with monitoring and supporting the overall progress, attendance and development of students within the department.</li> <li>To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.</li> <li>To contribute to PSHE, SMSC, Citizenship and Enterprise according to school policy.</li> <li>To assist the Head of Department to ensure the Behaviour Management system is implemented in the department so that effective learning can take place.</li> </ul> |
| <b>Teaching:</b>   | <ul style="list-style-type: none"> <li>To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li> </ul>   |
| <b>Other Specific Duties:</b>  | <ul style="list-style-type: none"> <li>To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>To support the school in meeting its legal requirements for worship.</li> <li>To promote actively the school's corporate policies.</li> <li>To continue personal development as agreed.</li> <li>To engage actively in the appraisal process.</li> <li>To undertake any other duty as specified by STPCB not mentioned in the above.</li> </ul>                                    |
| <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> |  |

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.