

# Job Description

Job Title: Teacher of Religious Education

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Location: King Edward VII Academy

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Closing date: 12pm on Monday 1st November 2021

inspiration  
trust



<b>Job title</b>	<b>Teacher of RE</b>
<b>Salary Scale</b>	<b>Main Pay Range</b>
<b>Responsible to</b>	<b>Curriculum Leader</b>
<b>Location</b>	<b>King Edward VII Academy</b>

#### **Purpose:**

- To implement and deliver a broad, balanced and inclusive curriculum for pupils (in line with any agreed trust curriculum and policies) for your designated subject(s)
- To monitor and support the progress and personal development of pupils as a teacher/form tutor and therefore contribute to raising standards of pupil achievement
- To facilitate and promote a learning experience which provides all pupils with the opportunity to achieve their individual potential, including SEND and disadvantaged pupils as well as pupils with different levels of prior attainment
- To offer active support for the Trust and Academy's policies and procedures and meeting the Teachers' Standards.

#### **Core Duties:**

- To teach pupils according to their educational needs and ensure all pupils are able to access and experience success with the taught curriculum
- To assess, record and report on the progress, development and attainment of pupils and to keep and provide records as required
- To contribute to reports, references and assessments of pupils as required
- To deliver designated programmes of teaching with fidelity
- To teach the required content for exam specifications
- To ensure a high quality learning experience for pupils which meets internal and external quality standards
- To assist in curriculum development and contribute towards curriculum resources for the subject(s) as appropriate
- To manage curriculum and educational resources effectively in the classroom
- To use effective, high leverage teaching methods appropriate to pupils' needs and the agreed curriculum
- To maintain good pupil behaviour (both within and outside the classroom) in accordance with the Academy procedures and Trust policy and encourage attendance, punctuality and positive behaviour
- To ensure and promote good standards of work, homework and presentation
- To undertake assessment of pupils' work in accordance with the requirements of external examining bodies
- To undertake assessment of pupils' work in accordance with the Academy procedures, including both formative and summative assessment.
- To communicate effectively with the SEND team to ensure the needs of pupils with SEND are met effectively, including being familiar with individual learning plans/pupil profiles and implementing them effectively

- To deploy classroom and teaching assistants and resources effectively within the classroom
- To work effectively as a member of a team
- To contribute to, support and implement the Department Development Plan
- To plan and prepare lessons which ensure pupils learn effectively, knowing and learning more over time
- To contribute to whole Academy planning activities
- To take part in the Staff Development Programme and actively engage in personal development, including the development of subject knowledge
- To engage actively in the performance management process
- To contribute to the monitoring and evaluation procedures within the Academy – including evaluation against quality standards and performance criteria
- To complete attendance registers in an accurate and timely manner
- To complete pupil reports in an accurate and timely manner
- To maintain records and to provide up-to-date and accurate information on pupil progress and behaviour when requested
- To fully participate in activities to support pupil progress, including working with the curriculum leader to ensure additional support is in place to support those pupils who are not making expected progress
- To communicate effectively with parents/carers/guardians as well as external agencies where appropriate and to follow agreed communication procedures
- To undertake tasks in a timely way, meeting deadlines and with a high level of accuracy and attention to detail.
- To take part in open evenings and Parents Evening as appropriate
- To be a form tutor to an assigned group of pupils and follow procedures and the form time curriculum, including assemblies
- To promote the general progress and well-being of pupils and form group as a whole
- To encourage pupil participation in wider Academy life
- To alert staff to problems experienced by pupils in line with Academy procedures
- To communicate with parents/carers and external bodies over matters connected to the learning, progress and well-being of the pupils

### **Other Duties**

- To play a full part in the life of the Academy community and support the ethos and aims of the Academy
- To actively promote and implement all Trust and Academy policies and procedures
- To actively engage with, promote and implement the safeguarding policy and all procedures
- To comply with the Academy health and safety policy and practice

### **Working Time**

The job description allocates responsibilities and duties but does not allocate the particular amount of time to be spent carrying them out and no part of it can be so constructed. In allocating time to the performance of responsibilities and duties the post holder must be directed in accordance with the Academy Teachers' Pay and Conditions Document and the Academy's policies and procedures and the Academy's plan on the use of time

### **Miscellaneous**

To undertake any further tasks which could be reasonably expected by the Principal. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should

be aware of this and the need to act accordingly

The Academy will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety

This is an Equal Opportunities post and is in accordance with the Academy's Equality & Diversity policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Qualified Teacher Status	Evidence of continuous INSET and commitment to further professional development
<b>Experience</b>	The Class Teacher should have experience of:  Teaching in a secondary Academy	In addition, the Class Teacher might have experience of: teaching across the whole Secondary age range; working in partnership with parents.
<b>Knowledge and understanding</b>	The Class Teacher should have knowledge and understanding of: the theory and practice of providing effectively for the individual needs of all pupils; the monitoring, assessment, recording and reporting of pupils' progress; the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Child Protection; the positive links necessary within Academy and with all its stakeholders; effective teaching approaches.	
<b>Skills</b>	The Class Teacher will be able to: promote the Academy's aims positively, and use effective strategies to monitor motivation and morale; develop good personal relationships within a team; establish and develop close relationships with parents, governors and the community; communicate effectively (both orally and in writing) and be approachable to a variety of audiences; work in an organised manner, committed to the task in hand; be resourceful, enthusiastic and patient to create a happy, challenging and effective learning environment.	

Name .....

Date .....

Signed .....