



St Mary's Catholic Primary School, Chiswick - Job Description

Post title:	Religious Education Lead
School:	St Mary's Catholic Primary School, Chiswick
Salary and grade:	Main Pay Scale + TLR
Responsible to:	The Head Teacher and the Governing Body
Responsible for:	Religious Education

Main purpose of the job:

1. Introduction

- 1.1 This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. The governors will appoint a practising Catholic who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of the life of the school.
- 1.2 The appointment is subject to the current conditions of service for teachers contained in the **School Teachers' Pay and Conditions** document and other current education and employment legislation.
- 1.3 This job description may be amended at any time, following consultation between the headteacher and the Religious Education Lead and will be reviewed regularly.
 - To support the Catholic ethos, vision, values and aims of our school.
 - Be responsible for the learning and achievement of all pupils in the class ensuring equality of opportunity for all.
 - Be responsible and accountable for achieving the highest possible standards in work and conduct.
 - Treat pupils with dignity, building relationships rooted in Gospel Values, mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position.
 - Work proactively and effectively in collaboration and partnership with children, parents/carers, governors, other staff and external agencies in the best interests of pupils.
 - Consult with the governing body, the diocese, the local authority, the staff of the school, the parents of its pupils and the parish served by the school.
 - Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current ***School Teachers Pay and Conditions Document and Teacher Standards (2012)***.
 - Take responsibility for promoting and safeguarding the welfare of children within the school.

2. Core Purpose of the RE Lead

- 2.1 To be responsible to the Headteacher and colleagues for the monitoring of teaching, assessment and planning of Religious Education based on the development of the children at each stage. Monitoring occurs in order to support staff and raise pupil attainment and may include classroom observation, monitoring planning, learning walks and book looks in line with school practice.
- 2.2 Have secure subject knowledge of The Religious Education Directory (RED), Prayer and Liturgy Directory, and all relevant documents for RE.
- 2.3 To be fully conversant with the Westminster Diocese framework of Inspection of Catholic schools.
- 2.4 To ensure implementation of whole school policy for RE in line with aims and policies of school.
- 2.5 To manage resources and facilities for Religious Education.
- 2.6 To liaise with the Diocesan RE Advisor, particularly through attendance at the coordinator/cluster meetings, and inform the Headteacher and colleagues of current standards and developments within Religious Education.
- 2.7 To attend appropriate INSET training for Religious Education and keep up-to-date with current developments, and to organise school based INSET and training for all staff.
- 2.8 To advise individual colleagues and induct new members of staff as required on the Religious Education process and teaching methods.
- 2.9 To set up and maintain a portfolio of work in order to monitor progression and continuity.
- 2.10 To liaise with other primary and secondary colleagues within the Deanery/Diocese.
- 2.11 To act as a role model of best practice to colleagues; undertaking duties, attending school events and representing the school in a professional capacity across the Diocese and other partnerships.
- 2.12 Along with the Headteacher and the Senior Leadership Team, be the beacon of representation in the core values of our school. In consultation with the Headteacher, communicate with parents, governors and the Parish community regarding matters related to Religious Education.
- 2.13 To maintain a Subject Leader's File containing:
 - The Religious Education Policy
 - Planning for RE
 - Assessment and monitoring procedures and evidence for teaching and learning
 - Methods for collecting evidence
 - A record of Staff Professional Development in Religious Education
- 2.14 Working with the Headteacher and colleagues to undertake a regular

audit/review of Religious Education in line with the School Improvement Plan and create an Action Plan for subject development.

3. Strategic Direction and Development

- 3.1 Develop and ensure implementation of a whole-school policy for RE in line with the aims and policies of the school.
- 3.2 Produce action plans to develop RE in relation to:
 - resources
 - staff professional development requirements
 - the aims of the school, its policies and practices and ensure integration into school development plan
 - Annually review the action plan for RE.
- 3.3 Provide evaluative evidence and information for Section 48 SEF.
- 3.4 Analyse evaluation about teaching and learning of RE.
- 3.5 Link with governor who is responsible for RE.
- 3.6 Use Diocesan, national and local and school management data effectively to monitor standards of achievement across the school in RE.
- 3.7 Report to Governor meetings where appropriate.
- 3.8 Be fully involved in the extracurricular life of the school in relation to high quality Religious Education experiences, e.g. charity work, residential trip, retreats.

4. Teaching and Learning

- 4.1 Oversee curriculum coverage, continuity and progression in RE throughout the school and ensure it is meeting Diocesan requirements.
- 4.2 Provide model lessons, model planning and assessment.
- 4.3 Provide clear guideline of expectations by means of policy and schemes of work.
- 4.4 Support and guide colleagues to select the most appropriate teaching and learning methods and resources to ensure Catholic life is experienced in all curriculum areas.
- 4.5 Evaluate teaching and learning by rigorous monitoring by:
 - Observation
 - Learning walks
 - Book looks
 - Monitoring planning
 - Data analysis of assessment
 - Pupil, staff, SLT and parent interviews and questionnaires
 - External verification.

5. Leading and Managing Staff

- 5.1 Lead professional development of staff through example and support to ensure full knowledge and understanding of how best practice in RE should be in school, and promoting it as an enjoyable subject to teach and learn.
- 5.2 Lead staff training and resource them to produce high quality RE teaching with expectations for planning delivery and assessment of RE.
- 5.3 Support development of the liturgical calendar and link to the school monitoring calendar.
- 5.4 Lead and support staff to provide school retreats and mission.
- 5.5 Provide additional support for non-Catholic teachers.
- 5.6 Ensure staff have access to CPD in RE.
- 5.7 Provide feedback to staff about local, Diocesan and National developments in RE.

6. Accountability

- 6.1 Annually evaluate 'The framework for inspection of schools' with the Headteacher/Principal, SLT and Governors.
- 6.2 Communicate effectively, orally and in writing to a range of audiences e.g. staff, students, parents and governors.
- 6.3 Regular discussion with Headteacher and SLT on the progress of RE regarding data and development plan and section 48.
- 6.4 Keep abreast of all curriculum developments to ensure that Catholic values are supported.
- 6.5 Ensure that the school environment reflects children's work in RE and the Catholic life and mission of the school.
- 6.6 Report to Governors as required.

7. Other Professional Requirements

- 7.1 Establish and maintain positive effective working relationships with professional colleagues and parents.
- 7.2 Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- 7.3 Be aware of the need to take responsibility for your own professional development and ensure attendance at Diocesan inset provision.

This job description sets out the main duties of the post at the date when it was drawn up; it does not provide an exhaustive list of duties. Duties may vary from time to time without changing the general character of the post or level of responsibility.

Signature of post holder:

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Date: / /

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Signature of headteacher:

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Date: / /

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