**Job Description**

**RE Second in Department**

This job description must be operative within the context of, the Mission Statement of the school, TDA Professional Standards and the School’s Pay Policy 2020.

**Responsibilities:**

* To teach across Key Stage 3 & 4 RE.
* To demonstrate outstanding practice to colleagues and support them as required to improve.
* To act as a form tutor and carry out any duties associated with that role as outlined in the generic job description.
* To work with the Head of RE to agree, monitor and evaluate pupil progress targets within the subject so as to make a measurable contribution to whole school targets.
* To be fully aware and updated on all relevant developments and practises in teaching and the Catholic RE curriculum.
* To ensure the learning environment is safe, orderly and engaging
* The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.
* Any other duties reasonably requested by the Headteacher.

**Department Leadership:**

* To assist with the department provision of CPD as required.
* To lead on agreed areas of curriculum and departmental strategy as directed (specific responsibilities to be negotiated with the successful candidate based upon their areas of strength and experience).
* To lead and represent the department as required e.g. in the absence of the Head of Department, at meetings etc.
* To promote the welfare and continuing professional development of teachers within the department.

**General:**

* To know and implement all school policies and practices.
* To undertake duties and attend meetings as directed.
* To be a positive role model for staff and pupils.
* It is the duty of every member of staff to safeguard children, in accord with the Mission of the College and pertinent policies.
* Any other duties reasonably requested by the Headteacher.
* To adhere to the schools Teaching and Learning Policy.
* To comply with the School’s Assessment & Monitoring Policy and Reports Policy.
* To adhere to the School’s Marking Policy.

To comply with the School’s Behaviour & Rewards Policy

**Additional Information:**

You are employed in the capacity of a teacher subject to, and with the benefits of, the conditions of employment set out, or referred to, in your letter of appointment and statement of particulars.

This job description identifies exhaustively the responsibilities attached to your post. It is subject to the limits on working time set out in the current Teachers’ Pay and Conditions Document, in particular to those provisions whereby you may be required to be available for work under the Headteacher’s direction for 195 days per annum, of which 5 days will be without pupils and for not more than 1265 directed hours.

This job description is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment and only after consultation with you. The agreed Grievance Procedures may be invoked in any dispute arising from this job description or subsequent amendment, in which case teachers are advised to consult their Professional Association.

*The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an Enhanced Criminal Record and Background (DBS) check.*

*Applicants are informed that, if appointed to this post, their contract of employment will be with the school governing body who is the employer and not Rochdale Council*.

**Signatories:**

Both Headteacher and post-holder are asked to sign and date this job description following consultation on its contents.

Signed ………………………………………………….. Date …………………………

Post holder

Signed ………………………………………………….. Date …………………………

Headteacher

Updated March 20