



# *Sacred Heart RC Primary School*



*Headteacher: Mrs S. Walker*  
*Knutsford Road, Gorton, Manchester, M18 7NJ*  
*Telephone – 0161 223 0231 Fax – 0161 223 0367*  
[admin@sacredheart-jun.manchester.sch.uk](mailto:admin@sacredheart-jun.manchester.sch.uk)  
[www.sacredheartschool-gorton.org.uk](http://www.sacredheartschool-gorton.org.uk)

## *‘Where Every Heart is Sacred’*

### **RE Subject Leader Job Description**

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 contained in the School Teachers’ Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the RE Subject Leader shall consult, where appropriate, the governing body, the diocese, the local authority, the staff of the school, the parents of its pupils and the parish/es served by the school.
  - 1.3 This job description may be amended at any time, following consultation between the RE Subject Leader and the governing body and will be reviewed annually.

### **Core Purpose**

- Having subject knowledge of:
  - the scope and sequence of the Diocesan Strategy ‘Learning and Growing as the people of God’;
  - the scope and sequence of the national Curriculum Directory;
  - National Age Related Standards in RE.
- Keeping up to date with new initiatives through reading, attending relevant courses provided by the Diocese, participation in the SLA.
- To be fully conversant with the Birmingham Diocese framework of Inspection of Catholic schools.
- To ensure 10% of curriculum time is devoted to RE.
- To ensure implementation of whole school policy for RE in line with aims and policies of school.
- To be responsible for Sacramental programme and lead this with the appropriate staff.
- To contribute to the (RSE) Relationship and Sex Education and (SMVSC) Spiritual, Moral, Vocational, Social and Cultural wellbeing of the pupils.

- Effectively monitor school spend and physical resources to ensure that the RE Curriculum is funded in line with other core subjects.
- Provide induction/continual professional development and bespoke training to meet the needs of all staff regarding RE.
- To be a Leader within the school acting 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.
- Along with the Headteacher and the Senior Leadership Team, be the beacon of representation in the core values of our school.
- Report to SLT and Governors termly.

### **Strategic Direction and Development**

- Develop and ensure implementation of a whole-school policy for RE in line with the aims and policies of the school.
- Produce short, medium and long-term plans to develop RE in relation to:
  - resources;
  - staff professional development requirements;
  - the aims of the school, and its policies and practices and ensure this is integrated into the school development plan;
  - Annually review the action plan for RE.
- Providing evaluative evidence and information for Section 48 SEF.
- Analysing evaluation about teaching and learning of RE.
- Link with governor who is responsible for RE.
- Use Diocesan, national and local and school management data effectively to monitor standards of achievement across the school in RE.
- Report to Governor meetings where appropriate.
- 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.

### **Teaching and Learning**

- Oversee curriculum coverage, continuity and progression in RE throughout the school and ensure it is meeting Diocesan requirements.
- Provide model lessons, model planning and assessment.
- Provide clear guideline of expectations by means of policy and schemes of work.
- 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.
- Evaluate teaching and learning by rigorous monitoring by:
  - Observation;
  - Learning walks;
  - Book scrutiny;
  - Data analysis of assessment;
  - Pupil, staff, SLT and parent interviews;
  - External verification.

## **Leading and Managing Staff**

- Lead professional development of staff through example and support to ensure full knowledge and understanding of what RE should be in school and an enjoyable subject to teach and learn.
- Lead staff training and resource them to produce high quality RE teaching with expectations for planning delivery and assessment of RE.
- Support development of the liturgical calendar and link to the school monitoring calendar.
- Lead and support staff to provide school retreats and mission.
- Provide additional support for non-Catholic teachers.
- Ensuring staff have access to CPD in RE.
- Providing feedback to staff about local, Diocesan and National developments in RE.

## **Accountability**

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

## **Other Professional Requirements**

- Establish and maintain positive effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- 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.

Signed \_\_\_\_\_ Teacher \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ SLT \_\_\_\_\_ Date \_\_\_\_\_