



TRINITY CATHOLIC HIGH SCHOOL
(Science and Sports College)
Chairman of Governors: Mrs M Bishop
Headmaster: Dr P C Doherty OBE, BA (Hons), DPhil (Oxon), FRSA

Teacher of R.E.
Job Description

- To be responsible for the safeguarding and promoting the welfare of children/young adults.
- Teaching commitments across KS3, KS4 and KS5 if applicable.
- Under the reasonable direction from the Headteacher carry out the professional duties of a school teacher as set out in the School Teachers Pay and Conditions Document.
- To teach across the age and ability range as necessary and as requested by the Head of Department.
- To participate fully in the curriculum development of the department, for example, updating existing schemes of work and developing new ones as requested by the Head of Department or relevant Key Stage Co-ordinator.
- To keep a detailed and accurate teacher planner in accordance with school policy and ensure that assessment records are maintained and kept up to date.
- To ensure that all policies and procedures as outlined in the school and departmental handbook are adhered to and actively promoted.
- To ensure that all classes are taught according to school policy and that National Curriculum and examination syllabus regulations are carefully followed at all times.
- To attend regular department meetings and to liaise with the relevant staff to ensure that they are kept up to date with key issues.
- To participate in the programme of after school revision classes according to department requirements.
- To keep up to date with national developments related to the subject area.
- To ensure the effective, efficient deployment of classroom support.
- To monitor student attendance and progress and performance in relation to targets set for each individual ensuring that follow up procedures are adhered to and that appropriate action is taken where necessary.
- To assist in the use of analysis and evaluation of performance data.
- To be responsible for the maintenance of subject displays in a designated classroom or area.
- To support the Head of Department in all matters of quality assurance.
- To liaise fully with staff and parents as necessary with respect to all aspects of their students' progress.
- To play a full part in the life of the school community to support its distinct Catholic mission and ethos and to encourage staff and students to follow this example.
- To engage actively in the Performance Management review process.
- To assist in the implementation of the behaviour management system in the school so that effective learning takes place.
- To comply fully with the schools health and safety policy.
- To undertake any reasonable task as directed by the Headmaster or line manager.

KS5 Co-ordinator
Religious Education

- To be responsible for all matters relating to the preparation, delivery and assessment at KS5.
- To undertake and be responsible for quality assurance.
- To manage staff INSET on topics relating to Philosophy and Ethics.
- To organise enrichment opportunities and outside the classroom learning.
- To maintain and update the virtual learning environment for students.
- To maintain an assessment database.
- To update and enhance lesson plans and resources where necessary.
- To prepare internal assessment calendar.
- To organise marking moderation relating to the new specification.
- To provide intervention resources for students underachieving.
- To assist the Head of Department by providing assessment analysis reports.
- To promote KS5 by organising students to visit KS4 classes and participate in enrichment activities with KS3
- To be responsible for the day to day running of KS5 classes by way of organising resources.
- To liaise with parents in relation to student needs/support.
- To represent the department at KS5 curriculum meetings and feed back to staff.
- To keep informed of all matters relating to the exam specification.
- To carry out any reasonable tasks related to KS5 as directed by the Headmaster or Head of Department.