



**Richard Challoner School Manor Drive North
New Malden, Surrey KT3 5PE Tel: 020 8330 5947**

Teacher of RE Job Description -

Responsible to:

- Subject Leader

Links:

- Students and parents
- Other members of the teaching and non-teaching staff
- The School Chaplain
- Learning Support Staff
- The Governing Body

MAIN PURPOSE OF THE JOB

- To ensure the development of students by teaching the curriculum with due regard for the aims and objectives of the school and the needs of individual students.
- To maintain and develop the Catholic character of the school in accordance with the directions given by the Governors and, subject thereto, the directions given by the Headteacher.

MAIN RESPONSIBILITIES OF THE JOB:

Students

1. Teaching according to their educational needs the students assigned to you, including the setting and marking of work to be carried out by the student in school and elsewhere.
2. Providing guidance and advice to students on educational and social matters, and on their further education and future careers, including information about sources of more expert advice on specific questions, making relevant records and reports.
3. Promoting the general progress and well being of individual students and of any class or group of students assigned to you.

4. Maintaining good order and discipline among the students and safeguarding their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Public Examinations

Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments and participating in arrangements for students' presentation for and supervision during such examinations.

Curriculum

1. Planning and preparing courses and lessons.
2. Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Record Keeping

1. Assessing, recording and reporting on the development, progress and attainment of students.
2. Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.
3. Making records of and reports on the personal and social needs of students.

Personal Development

1. Reviewing, from time to time, your methods of teaching and programmes of work.
2. Participating in arrangements for your further training and professional development as a teacher.

Communication/Consultation

1. Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
2. Communicating and consulting with the parents of students.
3. Communicating and co-operating with persons or bodies outside the school.
4. Participating in meetings arranged for any of the purposes described above.

Cover

Supervising and, so far as practicable, teaching any students whose teacher is not available to teach them, provided that no teacher shall be required to provide such cover –

- (a) after the teacher who is absent or otherwise not available has been so for three or more consecutive working days, or
- (b) where the fact that the teacher would be absent or otherwise not available for a period exceeding three consecutive working days was known to the maintaining authority for two or more working days before the absence commenced; unless –
- he/she is a teacher employed wholly or mainly for the purpose of providing such cover (“a supply teacher”); or
 - it is not reasonably practicable for the Governing Body to provide a supply teacher to provide cover; or
 - he/she is a full-time teacher at the school but has been assigned by the Headteacher in the timetable to teach or carry out other specified duties (except cover) for less than 75% of those hours in the week during which students are taught at the school.

Management / Administration

1. Attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after school sessions.
2. Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.
3. Contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new and probationary teachers.
4. Co-ordinating or managing the work of other teachers, if appropriate.
5. Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
6. Undertaking other duties as may reasonably be expected.

Child Protection

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school, which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training, which is regularly updated.

The post holder will:

- Be aware of and work in accordance with the School's Child Protection policies and procedures, raising any concerns relating to such procedures which may be noted during the course of duty

- Respect confidentiality of staff, pupils, families and visitors and not breach this trust. Any breaches of confidentiality must be reported to the Headmaster immediately.
- In accordance with Health and Safety regulations to take reasonable care for the health and safety of themselves and of the persons who may be affected by their activities.
- To comply with all other school policies including all Health and Safety matters, Data Protection, IT, Recruitment, Equal Opportunities - This list is not definitive.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

This job description may be reviewed in light of the developing needs of the school.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the Teacher’s Conditions of Employment

Signed:

Date:

Signed:

Date:

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Sean Maher – Headmaster

“Doing ordinary things extraordinarily well” – The Venerable Richard Challoner

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