

JOB DESCRIPTION

Teacher of Religious Education

ABOUT HENLOW CHURCH OF ENGLAND ACADEMY:

Henlow is a highly popular and successful, purpose-built Academy located in an attractive rural setting in the middle of Bedfordshire. It is one of the 134 Church schools within the Diocese of St. Albans. The school converted to Academy Status on 1st April 2012 and the catchment area covers the parishes of Henlow (including Henlow Camp), Clifton, Langford and Meppershall. We work very closely with the five lower schools located in those villages, from whom we receive most of our children. We also have good, collaborative working with the other lower, middle and upper schools within our Learning Community.

We are all proud of Henlow Church of England Academy's ethos and of our values of **Honesty, Enthusiasm, Nurture, Love, Originality and Wisdom**, which underpin all activities and relationships within our school and our community.

POST: Teacher of Religious Education

SALARY/GRADE RANGE: MS/UPS

REPORTING TO: The Head of Religious Education (RE)

RESPONSIBLE FOR: The progress and achievement of pupils in RE and the promotion of the subject across the school.

LIAISING WITH: Other teachers of RE, the Head of RE, teaching assistants, the SEND coordinator, other relevant teaching and support staff.

PURPOSE OF ROLE:

- To raise standards of pupil attainment and achievement at Henlow Church of England Academy.
- Specifically to raise levels of attainment and achievement for pupils in RE
- To further develop schemes of work and intervention plans in RE
- To work with other members of the department in developing and sharing good practice, improving the quality of learning and teaching and improving pupil progress and outcomes.
- To create a focused, happy and committed learning and working environment in which pupils feel secure and valued and want to achieve.

DUTIES OF THE ROLE:

Staffing:

- To promote teamwork, work cooperatively and act as a positive role model to ensure effective working relationships
- To work within the allocated CPD funds and Professional Review processes to ensure your staff development needs are identified
- To contribute to performance management of other staff, as required
- To play an active role in the Performance Management process within the department and collaborate with other members of staff on improving practice

Specific Duties:

- To be responsible to the Head of RE for progress of groups of pupils in RE (and other subjects you may teach) taking into account pupils' different needs and abilities.
- To set high standards personally and to have high expectations of all pupils.
- To be fully aware of the learning needs of all pupils within your classes.
- To liaise with the pastoral team to ensure that you are fully aware of any potential barriers to learning and progress.
- To liaise with relevant staff – for example the Learning Support department and the staff responsible for Higher Attainers to ensure that all target groups are known to you and catered for in your planning, delivery, review and feedback.
- To work with other members of the department in the development of the schemes of work to ensure they motivate, stretch and challenge all pupils and are fully inclusive
- To work with other teaching staff to plan and deliver differentiated lessons, taking into account varied learning styles, that challenge pupils and reinforce prior learning.
- To mark and assess pupils' work and give formative and summative feedback to ensure that pupils and their parents/carers are aware of their current progress, potential to improve and how to do so.
- To track and analyse pupil progress in your RE groups and in other subjects you may teach, by maintaining department mark sheets/spreadsheets etc.
- To maintain good order and discipline within all lessons to facilitate effective learning and teaching.
- To involve the pupils in their own learning, taking into account different learning styles and the needs of the individual when planning and reviewing lessons.
- To be involved in the observation of your peers and to be open to lesson observations, in order to improve the pedagogy within the department and across the school.
- To keep abreast of new and emerging learning and teaching practice, including the National Curriculum, being open to being observed and observing others.
- To develop and share learning and teaching resources within the department.
- To report on pupils' progress according to the academy's reporting schedule, writing both summary and full written reports when required.
- To attend parent consultation evenings, staff meetings and Continuing Professional Development sessions as required.

- To work on the development of homework to improve pupil progress and ensure homework is set and marked in accordance with marking and assessment policies.
- To contribute to department development plans and where appropriate to the whole school development plan.
- To work with feeder and upper school colleagues, attend liaison meetings, provide pupil data on transfer and thereby ensure transition from middle to upper school is seamless and progress is uninterrupted.
- To play an active role in regular internal assessments to help inform setting, intervention, planning and reporting etc.
- To analyse assessment results and report on pupil progress to the HoD (and SLT link) to help inform pupil predictions and whole-school data analysis
- To work with the HoD and other members of the department in monitoring and evaluating teaching through lesson observations, examination results, internal data analysis, feedback from pupils and other appropriate methods.
- To actively monitor and respond appropriately to any policy change, curriculum development or new initiatives at national, regional and local levels in the area of RE and other subjects you may teach.
- To promote and celebrate success in RE via electronic media, displays, staff briefings, assemblies and/or celebratory events.
- To liaise and consult with stakeholders, as required, including: parents, SENDCo, partner schools, Awarding Bodies, promoting the best interests of HCoEA at all times.
- To take on the role of Form Tutor carrying out all the associated duties as set out in the Job Description for Form Tutor.
- To undertake playground supervision, bus duty or other necessary duties on a weekly basis and to be prompt and effective in doing so.
- To liaise with all stakeholders internal and external to the organisation as required, promoting the best interests of HCoEA at all times.
- To be aware of and apply all subject and academy policies.
- To undertake any other reasonable duties related to the scope and grading of the role and comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

Note:

- Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.