



## Role Description

### Faculty Leader, Religious Education

*Tagged Teacher Position*

*"Show me your ways, Lord, teach me your paths" Psalm 25:4*

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## Mission Statement:

With Catholic faith as our compass, celebrated in the Eucharistic community of Sancta Maria College, we will nurture confident, compassionate, and connected life-long learners. We will be inspired to make a positive difference to a future global community and to the wider Catholic Church to which we belong.

## Reports to:

The Principal  
The Deputy Principal (Curriculum)

## Functional Relationship with:

RE Department  
RE Staff in other Departments  
Year 7 & 8 Staff  
Director of Religious Studies  
Assistant DRS  
Staff, Parents and Students  
Wider school community  
RE Teachers in the Catholic School Community

## Responsible for:

The Head of Faculty Religious Education provides effective leadership, guidance and supervision to the RE Department and any other staff involved in the teaching of religious instruction and observances throughout the school. The development and delivery of a high quality RE curriculum must be maintained along with the effective management of the financial resources, facilities and any changes to meeting curriculum requirements. The RE programme will be effective in enhancing the school's Catholic Character.

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## Key Responsibilities

- To provide professional leadership to ensure the quality of learning for students through curriculum development, assessment practices, the review and evaluation of teaching and learning programmes so that they are aligned to the national guidelines.
- To ensure that all members of the faculty (ie. Teachers of Religious Education) perform to the best of their ability, arranging for advice, support and training where necessary.
- The management and administration of financial and physical resources is in keeping with professional obligations and responsibilities as set out in relevant school policies. (Financial Management)
- Is involved with the Deputy Principal (Curriculum) and Principal in staff recruitment and selection.
- Conducts faculty staff appraisal.
- Supports and enhances the Catholic Special Character of the School.
- Supports the Director of Religious Studies (DRS) in the on-going development of the school's Special Character.



Key Tasks	Performance Indicators
<p><b>Special Character</b></p>	<p>Support, uphold and promote receiving a complete Catholic Education that includes the Catholic Special Character as promoted in the Mission Statement.</p> <p>Ensure that the Special Character of the college is evidenced in all faculty activities and documentation.</p>
<p><b>Professional Leadership</b></p>	<p>Is a competent teacher meeting the Code of Professional Responsibility and Standards for the Teaching Profession as set out by the Teachers Council.</p> <p>Set goals and targets for the department annually in discussion with staff.</p> <p>Lead and assist staff proactively to improve their skills in teaching and learning approaches.</p> <p>Act as a role model for staff on professional teaching practice through classroom modelling.</p> <p>Is an active member of the Curriculum Leadership Team and contributes to professional debate within the school.</p> <p>Supports faculty staff, the Principal and the Senior Leadership Team in implementing school policies, initiatives and the strategic plan.</p> <p>Is actively involved in the wider life of the school.</p> <p>Undertakes appropriate professional learning in order to keep up-to-date with current management and professional practices.</p> <p>Fosters positive working relationships in the department.</p> <p>Delegates tasks as appropriate.</p> <p>Uses the skills and abilities of staff as effectively as possible.</p>
<p><b>Management of Curriculum, Assessment and Evaluation</b></p>	<p>Ensures programmes reflect the school policies and Catholic Special Character nature of our school.</p> <p>Ensures schemes and units of work show links to the national curriculum for Religious Education as set out by the NCRS, the course objectives and contain references to the teaching resources available in the department.</p>



	<p>Prepare courses that cater to the learning needs of students.</p> <p>Ensure programmes and policies reflect the social and cultural factors of the college community.</p> <p>Monitors the curriculum regularly through faculty meetings, classroom observations and other appropriate methods.</p> <p>Reviews schemes and units of work and courses at regular intervals.</p> <p>Provides opportunities for co-curricular activities and extension for students.</p> <p>Ensures appropriate assessment methods are used at each year level which are valid, fair and consistent.</p> <p>Ensures students receive course outlines and assessment information.</p> <p>Maintains an accurate record of assessment results at each year level.</p> <p>Analyses assessment data to monitor student achievement and identifies any trends and patterns. Identifies and monitors the academic progress of students especially those at risk of not achieving and priority learners.</p> <p>Develops strategies for improving student achievement and for ensuring appropriate performance levels for national qualifications.</p>
<p><b>Staff Management</b></p>	<p>Holds regular department meetings and records the minutes.</p> <p>Communicates effectively with other staff members in and outside the department.</p> <p>Ensures that staff have clear responsibilities within the department.</p> <p>Visits classes of the teachers in the department to offer support and guidance.</p> <p>Supports staff in matters of classroom management.</p>



	<p>Fosters positive classroom management practices.</p> <p>Provides staff with opportunities for professional development.</p> <p>Provides opportunities for departmental staff to be involved in regional and/or national professional associations.</p> <p>Appraises staff annually as part of the performance Management process in the college.</p> <p>Participates in the recruitment process of new faculty staff members.</p>
<b>Resource Management</b>	<p>Ensures the faculty operates within the budget.</p> <p>Develops systems that reflect good resource management.</p> <p>Makes available a variety of teaching and learning resources to cater for the individual learning styles and ability levels.</p> <p>Ensures classrooms are well set out with attractive displays (student work, appropriate posters, career information, Catholic Special Character displays etc).</p>
<b>Specific Tasks</b>	<p>As identified and discussed with the Principal and set each year.</p>

### **Limitations of Authority**

Changes in procedures, routines and duties must be done in consultation and receive prior approval from the Principal.