

JOB DESCRIPTION

Post Title: Teacher of Core RE

Post Details 0.6FTE.

Fixed Term Contract until August 2024 in the first instance.

Purpose: To teach the centrally planned College Core RE programme to learners aged 16-19.

To assess students’ progress and engagement.

To contribute to the curriculum development through planning of resources and assessments.

To be a personal tutor and to undertake tutorial duties in accordance with college policy.

To monitor and support the overall progress and development of students as a teacher within the academic and tutorial structure.

To support and contribute to departmental or cross-college events and initiatives.

Responsible to: The Principal through the Head of Faculty, Head of Department and Head of Hall.

Liaising with: Relevant staff with cross college responsibilities, eg. Additional Learning Support staff, teachers within the department and faculty, Personal Tutors, Lead Tutors and support staff.

Context

The Core RE department provides all Loreto students with the opportunity to learn about religion and through so doing, reflect upon their place in the world and their understanding of God.  As a Catholic RE department, we are inclusive of students from all religious faiths and none, while rooting our work in Gospel Values and the values of Mary Ward, making the course accessible and inclusive. The successful candidate will join a large and dynamic team of colleagues, some of whom teach in other departments and various roles within the College.

Main Duties and Responsibilities

Teaching and Learning

1. To undertake an appropriate programme of quality-first teaching in accordance with the duties of a standard scale teacher.
2. To undertake the assessment and recording of students’ work and give timely feedback in-line with the department’s Assessment Policy.
3. To monitor and support the progress and development of students as a teacher within the context of the academic and student support/tutorial structure.

Operational/Strategic Planning

1. To contribute to the development of resources, schemes of work, marking policies and teaching strategies in the curriculum area as reasonably directed by the Head of Department.
2. To actively monitor and follow up student punctuality, absences and withdrawals.
3. To implement College Policies and Procedures e.g. Equality and Diversity, Safeguarding, Health and Safety etc. as appropriate for the role.
4. To work with colleagues to formulate aims and objectives for the department and faculty which have coherence and relevance to the needs of students and to the aims and objectives of the College.
5. To contribute to the planning activities of the department, and to ensure that the planning of the department reflects the needs of the students and the aims and objectives of the College.
6. To contribute to departmental trips, including planning activities and attending events as appropriate.
7. In conjunction with the Head of Department, to foster the application of IT in the curriculum, including the development of materials for independent learning.

Curriculum Provision and Development

1. To contribute to the development and delivery of the subject.
2. To ensure that differentiated learning materials are provided in the subject and that effective support is provided to students, including meeting any SEND/EHCP needs.
3. To contribute to the development of key skills in the subject area.
4. To potentially be able to aid delivery of the subject area at GCSE level at a Catholic partnership school.

Staffing

Staff Development

1. To complete new staff induction activities as directed by the Learning & Development Manager and other College leaders, including the Teaching for Living and Learning programme.
2. If appropriate and eligible for QTS, complete the ECT programme at the College or, if appropriate and eligible for QTLS, complete the SET QTLS programme.
3. Complete staff development activities led by the Teaching and Learning team on the development of pedagogy at the College.
4. Complete a programme of staff development activities including those relating to statutory requirements, for example on Safeguarding or GDPR commitments.
5. To undertake further staff development where appropriate.
6. To attend all appropriate MANCEP (Catholic Partnership) meetings.

Deployment of Staff

1. To ensure that appropriate arrangements for classes are made when absent, informing HR and reception and working with the Head of Department.
2. To work as part of a team and to ensure effective working relations, including where appropriate, to reasonably assist support staff and technicians in the discharge of their duties.
3. To work with the Head of Department on completion of New Starter Reviews and the annual appraisal cycle.

Quality Assurance

1. To ensure the effective operation of quality assurance systems.
2. To contribute to the process of the setting of targets within the department and to work towards their achievement.
3. To implement common standards of practice within the department and develop effective teaching, learning and assessment styles.
4. To follow College and department procedures on the assessment, recording and reporting of student work and progress.
5. To contribute to the College’s procedures for lesson observation and learning visits, including work scrutiny.
6. To implement College quality procedures, especially through contribution to the self-assessment process
7. To contribute to the monitoring and evaluation of the department and faculty in line with agreed College procedures including evaluation against quality standards and performance criteria.
8. To contribute to modification and improvement where required.
9. To contribute to internal and external verification systems where appropriate in the curriculum area, including keeping appropriate and accurate records in accordance with College and department procedures and systems as directed by the Head of Department and Awarding Organisations.

College Information and Administration

* To ensure the maintenance of accurate and up-to-date information concerning students taught.
* To collect, analyse and evaluate performance data, especially through use of the electronic markbook.
* To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
* To contribute to reports within the quality assurance cycle.
* In conjunction with the Head of Department, to take responsibility for decisions regarding entry of students for external qualifications.
* To ensure that correct procedures are followed for the organisation of external and internal assessments.

Communications

1. To ensure familiarity with the department’s aims and objectives.
2. To ensure effective communication/consultation as appropriate with parents/carers of students.
3. To liaise with relevant external bodies as appropriate.

Marketing and Liaison

1. To contribute to the College liaison and marketing activities which include the delivery of ‘Master classes’ to feeder schools.
2. To interview prospective students and work with the department to deliver other marketing activities including for example, Open Days.
3. To link with external agencies as appropriate.
4. To contribute to the department’s collection of data on destinations as appropriate.

Management of Resources

1. To co-operate with other subject areas to ensure a sharing and effective usage of resources to the benefit of the College and the students.
2. To contribute to the maintenance of an attractive working environment in teaching rooms used.

Student Support

1. To monitor and support the progress and development of students.
2. To monitor student attendance with students’ 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.
3. To work as a Tutor, if appropriate, following guidance given by the Head of Hall.
4. To write UCAS and employment references for students as reasonably directed by the Head of Hall.

Other

1. To support the aims and objectives of the College.
2. To attend meetings in accordance with the College meetings schedule.
3. To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the Loreto College contract.
4. This Job Description is subject to periodic review and amendment.
5. The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
6. To ensure that you maintain high standards and a professional approach in accordance with the Department of Education’s Teachers’ Standards.
7. To ensure your “online footprint”, including use of social media, is in accordance with statements relating to personal and professional conduct within the Teachers’ Standards.
8. To take all reasonable steps to ensure the security of any personal data relating to college employees or students, (either future, current or past) to which you have access, in line with the requirements of the college’s Data Protection Policy and the General Data Protection Regulation (GDPR).

**PERSON SPECIFICATION: TEACHER**

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the criteria.

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|  | Essential | Desirable | Method of Assessment |
| **Experience** | | | |
| Evidence of good teaching of the subject area. |  |  | Application, Interview |
| Evidence of good teaching of the subject area at GCE Advanced level as appropriate, or GCSE for relevant posts. |  |  | Application, Interview |
| Evidence of consistent/outstanding teaching grades as appropriate |  |  | Application, Interview |
| Evidence of high levels of student satisfaction as appropriate |  |  | Application, Interview |
| **Skills and Knowledge** | | | |
| Excellent standards of literacy and numeracy |  |  | Application, Interview |
| Ability to create high quality materials to use within the department and to use departmental resources and materials effectively |  |  | Interview |
| Competent at preparing equipment for the effective delivery of practical sessions |  |  | Interview |
| Willingness to prepare candidates with exceptional skill, dedication and altruism |  |  | Interview |
| Ability to work with and motivate students |  |  | Interview |
| Ability to work with other staff as a team |  |  | Interview |
| Excellent organisational and administrative skills |  |  | Interview |
| Excellent communication and listening skills |  |  | Interview |
| A clear understanding of developments in post-16 education |  |  | Application, Interview |
| Ability to meet deadlines |  |  | Interview |
| Evidence of commitment to Continuous Professional Development |  |  | Application, Interview |
| Up to date knowledge of the subject area. |  |  | Application, Interview |
| Familiarity with Microsoft Office (Word, PowerPoint, Excel, Access) |  |  | Application, Interview |
| Ability to use the Internet |  |  | Interview |
| Ability to teach a second subject |  |  | Application, Interview |
| **Qualifications** | | | |
| A relevant degree level qualification or equivalent in an appropriate subject. |  |  | Application, Interview |
| A teaching qualification |  |  | Application, Interview |
| **Attitude and Impact** | | | |
| Positive and Enthusiastic |  |  | Interview |
| Willingness to take and follow advice from line managers, with regard to teaching and learning strategies, use of resources and classroom management |  |  | Interview |
| Willingness to support departmental trips |  |  | Interview |
| A positive attitude to IT and a willingness to learn to use digital resources effectively |  |  | Interview |
| Smart in appearance and manner |  |  | Interview |
| Flexibility and a readiness to undertake a wide range of tasks |  |  | Interview |
| Willingness to support the spiritual life of the College |  |  | Interview |
| **Personal** | | | |
| Practising Catholic (for Theology/RE posts only) \* |  |  | Application, Interview |
| Enhanced DBS Clearance # |  |  | Pre-employment check |
| Ability to meet the requirements of the Immigration, Asylum and Nationality Act 2006 (to be legally employed to work in the UK) |  |  | Application, Interview |
| The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. | | | |
| *\* In order to comply with the religious ethos of the college this is a Genuine Occupational Requirement under the Equality Act 2010.* | | | |
| *# to follow an initial offer of employment* | | | |

**SUMMARY OF MAIN TERMS AND CONDITIONS OF SERVICE**

**Teacher of Core RE**

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| **Start Date** | As soon as possible |
| **Closing date** | Closing date for receipt of applications **10am on Monday 2nd October 2023.** We will not be able to accept applications after this date, except in exceptional circumstances. |
| **Salary** | Salary is based on Sixth Form Colleges’ Association Teachers’ pay spine from Points 1-9 (£28,125 - £44,256), depending on experience. |
| **Interview date** | Candidates will be contacted via email or telephone regarding interviews, which are likely to take place **TBC.** Please therefore ensure this information is included in your application, along with any dates when you are not available for interview. |
| **Payment** | Your salary will be paid by BACs transfer into your bank account on the last banking day of the month, unless notified otherwise. |
| **Pension Scheme** | You will automatically become a member of the Teachers’ Pension Scheme (unless you opt-out). Further details are available at [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk). |
| **DBS Clearance and safeguarding checks** | This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks. |
| **Rehabilitation of Offenders Act 1974** | The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.    You are not required to provide details of criminal convictions at application stage. However, if shortlisted for interview you will be asked to supply further information, which will include spent convictions. |