



# Blessed George Napier Catholic School

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## Job Description

**Post Title:** Assistant Subject Leader – Religious Education [RE]

**Salary:** UPS/MPS plus TLR 2.1 £3,527 per annum

**Line Managers:** Subject Leader

### Purpose:

- To assist and deputise for the Subject Leader in the course of their duties.
- Help provide effective leadership and management.
- Support the Subject Leader to build and maintain an effective teaching team.
- Where appropriate, the competencies of the Assistant Subject Leader will match those of the Subject Leader.

### Core Duties:

#### Subject Specific:

1. Lead and manage the day-to-day running of the department in the absence of the Subject Leader.
2. Coordination of the Extended Project Qualification
3. Provide support with the setting up of school masses and weekly tutor group masses
4. Attend school meetings as a representative of the department, as agreed with Subject Leader.
5. Mentor PGCE intern students
6. Ensure that cover-work is set by absent colleagues when required and that, in exceptional circumstances, it is set for them.

#### Leadership and Management:

1. Inspire department members and other staff by personal example and hard work.
2. Contribute to the production and maintenance of the department handbook, and implement, monitor and evaluate all of its policies and documentation.
3. Play a role in continuously improving the quality of Teaching and Learning in the Department, observing lessons where appropriate.
4. Play a role in developing and maintaining effective methods of communication with the Subject Leader, other staff and pupils.

5. Assist in identifying and applauding areas of success for individual teachers and the department.
6. Attend department meetings and prepare items for report or discussion, relevant to the responsibilities of the post.
7. Assist the Subject Leader in implementing school assessment and target setting policies and making effective use of data to monitor and evaluate the achievement and attainment of pupils in the subject.
8. Contribute to the provision of extra-curricular activities where appropriate
9. Contribute to the self-evaluation required of the department.
10. Help prepare the department for inspection.
11. Assist in providing a system of discipline within the department and an appropriate response to indiscipline.
12. Use Leadership and Management (LM) time effectively for these purposes. A reasonable proportion of timetabled time will be designated as a Dedicated Leadership and Management (LM) time.
13. Help to check reports

#### Teaching, Curriculum and Department Development:

1. Contribute towards continuity and progression within the whole school curriculum.
2. Contribute to the Department development plan, its implementation and the part it plays in the whole school development.
3. Develop comprehensive schemes of work which include a range of teaching and learning styles providing a rich experience for pupils and incorporating a variety of assessment methods at key points to enable accurate judgments on pupil progress.
4. Contribute to developing departmental strategies for the pupils' spiritual, moral, social and cultural development, including citizenship.
5. Assist the Subject Leader in monitoring and evaluating the teaching in the department; assist in identifying strategies to support consistency of practice and be a lead practitioner in the team.
6. Develop departmental strategies and procedures (using national and school guidelines) for teaching and learning for pupils with special educational needs.
7. Work with the SENCO to ensure IEPs are used to set subject-specific targets and match curricular materials and approaches to pupil needs.

#### Stock/Resources/Budget:

1. Assist the Subject Leader in managing the department stock, teaching resources and finances efficiently, and obtaining best value for money.
2. Assist the Subject Leader in maintaining an inventory of all stock items and oversee the annual stock audit.

#### Liaison/Communication:

1. Meet regularly and work with the Subject Leader for professional support and develop effective departmental management.
2. Oversee and monitor the accuracy of assessment entries and dates.
3. Inform staff about new developments and ideas related to the subject.
4. Assist in liaising with colleagues from other Key Stages and sectors in order to provide a smooth transition between schools and phases for all pupils, with particular emphasis on transition to Sixth Form.
5. Provide helpful and accurate responses to parent/carers enquiries.

## Continuing Professional Development:

### PERSONAL

1. In conjunction with the Subject Leader, take responsibility for personal professional development, keeping up-to-date with research and developments.
2. Undertake any necessary professional development as identified in the School Improvement Plan, taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Performance Management Process – evaluating and improving own practice.

### STAFF

1. Assist the Subject Leader by contributing to the provision of high-quality professional development.
2. Assist the Subject Leader in observing lessons and providing feedback to other staff.
3. Carry out annual appraisal of allocated staff

### Pastoral System

- 1 To ensure that prayer is a regular part of tutor time.
- 2 To promote the general progress and well-being of individual students within year group.
- 3 To liaise with Heads of Year to ensure the implementation of the school's Pastoral system.
- 4 To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- 5 To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- 6 To contribute to the preparation of Action Plans and progress files and other reports.
- 7 To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- 8 To communicate as appropriate, with the parents of students and with the persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- 9 To contribute to PSHE and citizenship and enterprise according to school policy.
- 10 To apply the Behaviour Management systems so that effective learning can take place.

### Health & Safety:

- 1 To comply with the school's (and Department's) Health & Safety Policy and undertake risk assessments as appropriate.
- 2 To undergo, if requested, basic First Aid training and update courses.
- 3 Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- 4 Co-operate with the Headteacher and others responsible for Health and Safety on all issues to do with Health, Safety & Welfare.
- 5 Establish standards for the care of accommodation, furniture and equipment in the rooms where the subject area(s) is taught.
- 6 Report any Health and Safety issues arising in the Department to the relevant person in school.
- 7 Ensure that all staff working in the Department are properly trained to use equipment safely and monitor their work against Health & Safety standards.

### General:

- 1 To be committed at all times to the safeguarding and protection of children and young people.

- 2 To report any child protection concerns to the designated person in the school (please refer to 'Child Protection Policy' on staffroom notice board).
- 3 During the course of undertaking their duties, all employees will be expected to promote, maintain and uphold fundamental British Values.
- 4 To have regard at all times to equality of opportunity and inclusion while undertaking duties.
  
- 5 Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- 6 It is a requirement, in accordance with the guidance of the Catholic Education Service, that staff in Catholic Schools should "have regard to the Roman Catholic character of the school and not do anything in any way detrimental or prejudicial to the interests of the same".
- 7 Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- 8 Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- 9 The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

I agree to uphold the terms of this Job Description

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Updated: 23.03.26