



## **JOB DESCRIPTION**

**SCHOOL:** St Gregory's Catholic High School

### **POST DETAILS**

**Job Title:** 2<sup>nd</sup> in RE

**Grade:** TLR 2b

**Directly Responsible To:** Head of RE  
Deputy Headteacher (Teaching and Learning)

### **Primary Purpose and Scope of the Job:**

In addition to those professional responsibilities that are common to all classroom teachers, the post holder's key accountability will be for:

- Raising standards of teaching and attainment for all students at KS3
- Supporting the Head of Department with the day to day management of the department

### **In order to do this they will:**

- Liaise with the Curriculum Team Leader and ensure that appropriate attainment targets exist for all students at Key Stage 3 and monitor that they are used and understood by both staff and students
- Lead and develop the scheme of work for KS3 curriculum
- Monitor student progress and take appropriate action, e.g. Coordinating intervention, revision programmes and celebration of student achievement
- Contribute to relevant sections of the departmental SEF and Development Plan
- Lead, develop and enhance the teaching practice of others by:
  - Monitoring the quality of teaching and learning and sharing judgements with teachers and support staff as appropriate
  - Identifying key professional development needs
  - Ensuring that identified professional needs are addressed through the provision of high quality coaching and mentoring
  - Involvement in the induction and development of student teachers, NQTs or new staff
- Assist in monitoring the effective use of resources
- Assist in the quality checking of student reports to parents
- Support teachers in the construction and maintenance of Key Stage 3 section of the website
- Report to the Governing Body when appropriate for key Stage 3
- Coordinate homework and regular assessments
- Liaise with parents regarding progress, behaviour and work ethic of students in Key Stage 3
- Be involved in performance management of staff
- Lead departmental meetings when appropriate
- Provide cover work where appropriate

- Share best practice with colleagues in all teams

## **REVIEW ARRANGEMENTS**

The details contained in this Job Description reflect the content of the job at the date it was prepared, it is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Job Description revised: March 2026

Revised by: Headteacher

Postholder:

Signed: .....

Date: .....