



LISTON COLLEGE

Assistant to the Head of Department (Religious Studies) Job Description

Mission Statement of Liston College

In partnership with its community, Liston College will create and maintain a school environment centred on Catholic values. It will, equitably, encourage students in its care to strive to use their abilities to the fullest, as members of society and of the Catholic community.

As Assistant to the Head of Department (Religious Studies) you are an important member of the Liston College community. You will support and assist the Principal, Director of Religious Studies and Head of the Religious Studies Department to uphold, enhance, maintain and preserve the Special Character of the College as outlined in our Mission Statement. This position includes the role of Classroom Teacher (Y7-13)

Responsible to: The Head of Department

MU: x1

MMA: x1

KEY TASK	PERFORMANCE INDICATOR
1. Special Character	<ul style="list-style-type: none"> • Supports, upholds and preserves the Special Character of the College as outlined in our Mission Statement.
2. Management of Curriculum, Assessment and Evaluation	<ul style="list-style-type: none"> • Ensures that a Religious Studies programme is prepared in liaison with the Head of Department (Religious Studies) at the Y 7-9 level. • Ensures that the programme at each level is updated and reviewed regularly. • Monitors the delivery of the Religious Studies programme at Years 7-9 • Assists in the preparation of appropriate assessment material at the Year 7-9 level. • Reviews and updates assessment material regularly. • Ensures that the Year 7-9 exam papers are prepared in a timely fashion. • Collects assessment data for Year 7-9. • Analyses assessment data and reports the findings to the Head of Department. • Puts in place strategies aimed at improving the achievement of students: <ul style="list-style-type: none"> ➤ At risk of failing ➤ Priority Learners
3. Resource Management	<ul style="list-style-type: none"> • Develops appropriate teaching resources at the Year 7-9 level. • Ensures that the Year 7 – 9 Religious Studies classes are supplied with the required classroom materials, texts and workbooks, materials for a prayer focus in the classroom and for other activities associated with the Religious Studies programme. • Prepares an appropriate prayer booklet for each Form Class. • Develops systems that reflect good Resource Management at Years 7-9.
4. Other duties	<ul style="list-style-type: none"> • Assists and deputises for the Head of Department when required. • Maintains regular contact with the: – <ul style="list-style-type: none"> ➤ Head of Department ➤ Director of Mission and Special Character ➤ Chaplain • Assists the DMSC with liturgies, masses, Staff Retreat and other activities associated with the Special Character of the college when required. • Liaises and meets regularly with the Year 7-9 teachers. • Organises appropriate professional development activities for the Year 7- 9 staff as required or liaises with the PD Committee re: appropriate Professional Development.

	<ul style="list-style-type: none"> • Appraises Years 7-9 teachers of Religious Studies (as required). • Other duties as negotiated with the Principal and Head of Department.
5. Professional Development	<ul style="list-style-type: none"> • Attends Religious Studies meetings for Year 7 -9 teachers. • Encourages and supports the Year 7-9 teachers to have the required accreditation to teach the Religious Studies programme • Attends relevant Professional Development programmes • Participates constructively in Performance Management.
6. Teaching Duties	<ul style="list-style-type: none"> • Takes timetabled classes as required each year. • Fulfils and meets the Standards of the Teaching Profession as set out by the Teaching Council. <p>Note: There is a separate Job Description for the role of Classroom Teacher.</p>

