

## **JOB DESCRIPTION – LEADING CATHOLIC LIFE IN SCHOOL**

For Catholic voluntary aided schools and academies in the Archdiocese of Birmingham

**Name of Catholic School/Academy**

**Indicative Salary Range (This will be an Assistant Head role)**

**Responsible to:** The Governing Body/Directors

**Responsible for:** All staff within the RE Department and all staff

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1. Introduction
  - 1.1 This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. The governors will appoint a practising Catholic who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of the life of the school.
  - 1.2 The appointment is subject to the current conditions of service for Assistant Head contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the Assistant Head shall consult, where appropriate, the governing body, the diocese, the local authority, the staff of the school, the parents of its pupils and the parish/es served by the school.
  - 1.3 This job description may be amended at any time, following consultation between the Assistant Head and the governing body and will be reviewed annually.

### **Core Purpose**

- To lead the Catholic ethos of the school, including Collective Worship and Catholic life.
- To be a senior leader within the school acting as a role model of best practice to colleagues; undertaking duties, attending school events and representing the school in a professional capacity across the Diocese and other partnerships.
- To be fully conversant with the Birmingham Diocese framework of Inspection of Catholic schools.
- Ensure 10% of the curriculum time to age 16 and 5% of curriculum beyond age of 16 is devoted to RE.
- To develop all curriculum areas to embrace the Catholic teaching and ethos of the school.
- To lead on spiritual and liturgical developments in conjunction with Head of RE.
- To ensure high quality personal, social health and economics education (PSHE) Relationships and sex education (SRE) and spiritual and moral education.
- To manage, deploy and develop the lay chaplain.
- To line manage the Head of RE, supporting performance management, teaching and learning, student progress and staff development.

- Effectively manage financial and physical resources to ensure highlights Catholic life.
- Ensure the Catholic ethos of the school is promoted to all staff and students irrespective of their faith or no-faith.
- Monitor and evaluate the impact of Catholicity on the academic and pastoral welfare of the students.
- Report to Governors on the activities and spiritual development of Catholicism in the school.
- Provide induction, continual professional development and bespoke training to meet the needs of all staff regarding Catholic life.
- Along with the Headteacher and the Senior Leadership Team, be the beacon of representation in the core values of our school.

### **Strategic Direction and Development**

- Develop and ensure implementation of a whole-school policy for Catholic Life in line with the aims and policies of the school.
- Produce short, medium and long-term plans to develop Catholic life in relation to:
  - resources
  - staff professional development requirements
  - the aims of the school, and its policies and practices and ensure this is integrated into the school development plan.
- Lead the spiritual development of all students and staff (Catholic and non Catholic) across the school.
- Organise and lead on the school mission.
- Work with all dimensions of Catholic life, including, Chaplaincy and our feeder parishes to provide cohesion and continuity.
- Lead on the school's fund raising linked to the Liturgical Calendar and external events.
- Promote and support the Liturgical work of the school and act as our link to the Diocese.
- Foster and consolidate links with our immediate communities and parishes, including working with our parish priest.
- Communicate to staff, students and Governors, current thinking and guidance of the Catholic Church.
- Monitor and evaluate all aspects of the Catholic Life of the school and ensure the highest quality of provision. This should be creative, innovative and universal to engage all students in our community.
- Work closely with the Headteacher in preparing and delivering the Section 48 inspection, including the key documentation.
- Line manage Head of RE to monitor RE plans and targets together with pupil progress.
- Coordinate the work of chaplaincy in conjunction with Head of RE, Chaplain, Eucharistic Ministers and SLT.
- Link with Governor who is responsible for RE and Catholic Life.
- Use Diocesan, national, local and school management data effectively to monitor standards of achievement across the school in RE and Catholic Life.
- Report to Governor meetings where appropriate.
- Be involved in the extra curricular life of the school, both RE and non RE related, e.g. charity work, residential trips.

## **Teaching and Learning**

- Ensure the school is following the requirements of the exam board and meet with requirements of the Catholic Education Directory.
- Oversee curriculum coverage, continuity and progression in RE throughout the school and ensure it is meeting Diocesan requirements.
- Support and guide colleagues to select the most appropriate teaching and learning methods and resources to ensure Catholic Life is experienced in all curriculum areas.
- Support RE departments in their self evaluation by monitoring teaching and learning to achieve outstanding status in all aspects by:
  - Observation
  - Learning walks
  - Book scrutiny
  - Data analysis
  - External verification

## **Leading and Managing Staff**

- Lead professional development of staff through example and support to ensure full knowledge and understanding of what RE and Catholic Life should be in school.
- Support staff with training and resources for them to produce high quality prayer, assembly and liturgy.
- Develop the liturgical calendar and link to the school monitoring calendar.
- Lead and support staff to provide school retreats and mission.
- Develop partner school links and community in activities that develop the Catholic life of the school.
- Lead all staff to understand the importance of support for SEN, PP students and pastoral care of all in living out the virtues of our school.

## **Accountability**

- Annually evaluate 'The framework for inspection of schools' and reports to Headteacher/Principal, SLT and Governors.
- Communicate effectively, orally and in writing to a range of audiences e.g. staff, students, parents and governors.
- Discuss with Headteacher/Principal the progress of RE regarding data and development plan and section 48.
- Secure understanding of strategies for performance managements and appraise designated members of staff.
- Establish resource and staff requirements for RE and Catholic life and inform the Headteacher/Principal costs ad priorities.
- Keep abreast of all curriculum developments to ensure that Catholic values are supported.
- Ensure that the school environment reflect the ethos of a Catholic school.
- Report to Governors as required.

### Other Professional Requirements

- Establish and maintain positive effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Be aware of the need to take responsibility for your own professional development and ensure attendance at Diocesan inset provision.
- Lead the school in the fostering of the school ethos.

This job description sets out the main duties of the post at the date when it was drawn up; it does not provide an exhaustive list of duties. Duties may vary from time to time without changing the general character of the post or level of responsibility.

Signed \_\_\_\_\_ Teacher \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ SLT \_\_\_\_\_ Date \_\_\_\_\_