



# St Thomas More VC Academy

## The Role of Primary RE Co-ordinator

- To be responsible to the Head of School and colleagues for the monitoring of teaching, assessment and planning of Religious Education based on the development of the children at each stage. Monitoring occurs in order to support staff and should include classroom observation, book scrutiny, planning and discussion with pupils.
- To manage resources and facilities for Religious Education.
- To liaise with the Diocesan Department for Education particularly through attendance at the Co-ordinators' meetings, and inform the Head of School and colleagues of current standards and developments within Religious Education.
- To attend appropriate in-service training for Religious Education, keep up-to-date with current developments and feed these developments back to staff.
- To advise individual colleagues and induct new members of staff as required on the Religious Education process and teaching methods.
- To set up and maintain a portfolio of work in order to monitor progression and continuity. Samples of work should reflect the appropriate attainment target strands and levels.
- To track data and use this, in consultation with the Head of School, to set realistic targets in RE.
- To ensure that cross-curricular concerns such as literacy skills, multi-cultural issues, equal opportunity, the use of Information Technology and PHSE are reflected in Religious Education.
- In consultation with the Head of School to communicate with parents, governors and the parish community regarding issues associated with Religious Education.
- To liaise with other primary and secondary colleagues.
- To maintain a Subject Leader's file containing:
  - 1) The Religious Education Policy and Guidelines
  - 2) Medium term plans which represent schemes of work in school.
  - 3) Assessment and monitoring procedures for teaching and learning and evidence of that monitoring.
  - 4) Audits and reports to Head of School about progress made in RE.
  - 5) A record of Staff Professional Development in RE
  - 6) Data and current targets in RE.
- Working with the Head of School and colleagues, to undertake a regular audit/review of Religious Education in line with the school development plan.
- To be familiar with the current inspection framework and to consult with the Head of School to complete the school's SEF 48 document.
- To keep up-to-date with any changes to the Areas of Study (Religious Education Curriculum Directory).