

Head of Religious Education

CANDIDATE PACK



OUR LADY'S
CATHOLIC HIGH SCHOOL

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Welcome Letter from the Headteacher

Dear Colleague,

Post of Head of Religious Education –
Our Lady’s Catholic High School

Thank you for your interest in the
post of Head of Religious Education
(RE) at Our Lady’s Catholic High
School.

Our Lady’s Catholic High School has
a rich history, established in Amhurst
Park in 1904 by the Servite Sisters.
Our founders’ Servite values continue
to shape our institution, fostering
inclusivity and a commitment to
nurturing each child as well as
promoting excellent academic
outcomes.

Our standards are high and
maintained through excellent
teaching, positive relationships and
a culture of high aspiration. From
September 2024, the school will
admit boys into Year 7, providing
the same high-quality teaching and
personal development opportunities
that our girls experience.

The school has recently been graded
as ‘Good’ by Ofsted and was graded
as ‘Outstanding’ during its section 48
inspection in 2017.

Details of how to visit the school or
arrange an informal conversation
with me are included in the job
advert.

Once again, thank you for your
interest in this wonderful school
community with its bold vision for the
future of Catholic Education. We look
forward to receiving your application.

Yours sincerely,

Andy English
Headteacher



Head of Religious Education Job Description

Introduction

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.

The appointment is subject to the current conditions of service for teachers contained in the School Teachers' Pay and Conditions document and other current education and

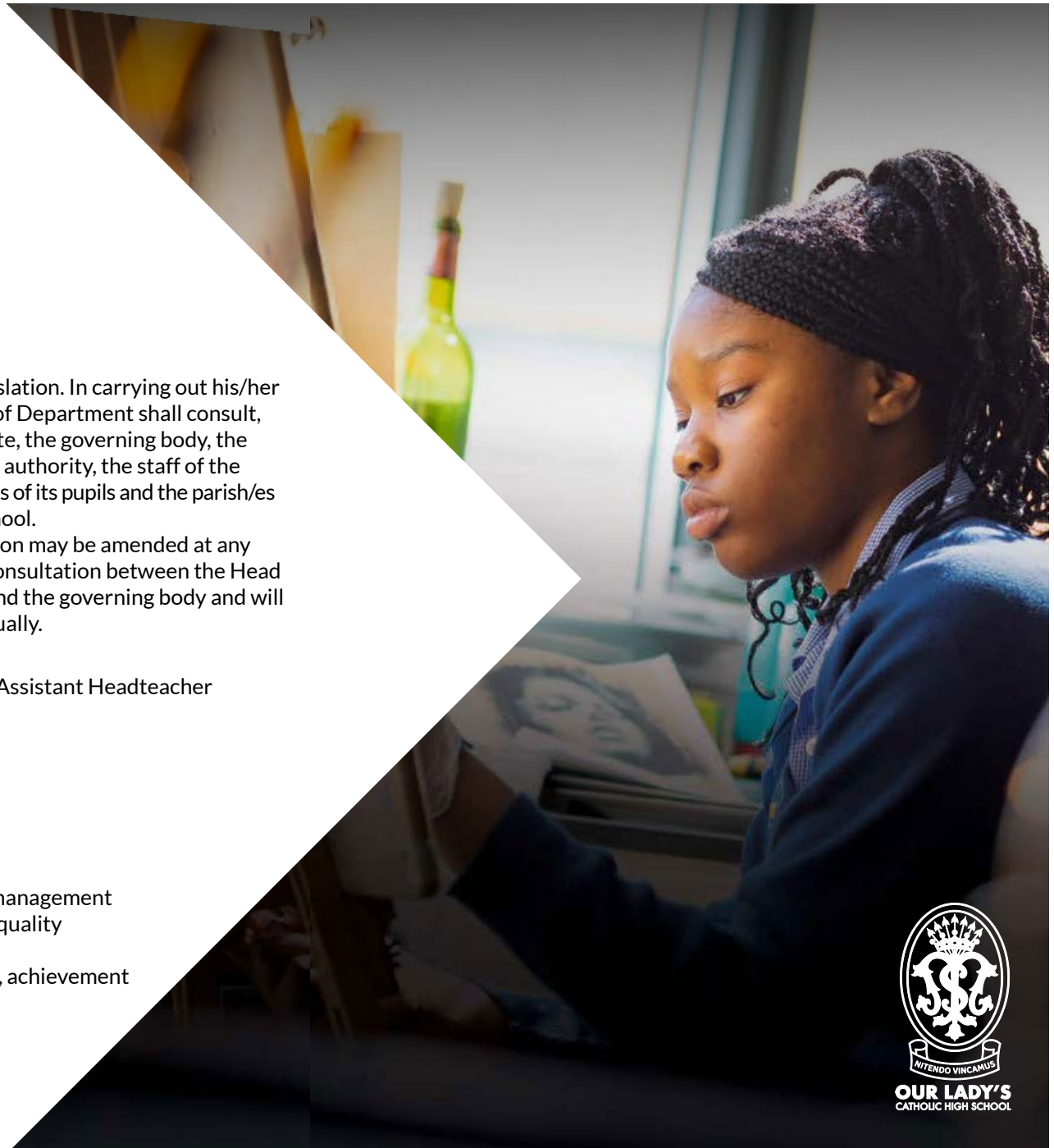
employment legislation. In carrying out his/her duties the Head of Department shall consult, where appropriate, the governing body, the diocese, the local authority, the staff of the school, the parents of its pupils and the parish/es served by the school.

This job description may be amended at any time, following consultation between the Head of Department and the governing body and will be reviewed annually.

Reporting to: Assistant Headteacher

Purpose of the post:

- To provide professional leadership, strategic direction and management of the RE department throughout the school to secure high quality teaching and learning.
- To raise standards of attainment and to ensure the progress, achievement and enjoyment of all pupils.
- To provide a lead in the Catholic life of the school.



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Head of Religious Education Job Description

Main Duties & Responsibilities

In addition to the job description for a qualified teacher, as a subject leader, the person appointed will undertake the following duties and responsibilities:

Strategic direction and development of the subject

- Develop and ensure implementation of a whole-school policy for RE in line with the aims and policies of the school.
- Use data effectively, to monitor standards of achievement across the school in RE.
- Produce short, medium, long-term plans to develop RE 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 - targets for realistic but challenging improvements.
- Monitor the progress made towards achieving RE plans and targets and use this information to plan future developments.
- To be involved in the liturgical experience and spiritual life of the school, both curricular and extra in conjunction with SLT, the ethos coordinator and school chaplain.
- To report to Governor meetings where appropriate.
- To be involved in the extracurricular life of the school, both RE and non-RE related, e.g. charity work, residential trips.
- To assist on the planning and development of the post-16 provision especially for the RE element

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Teaching and Learning

- Follow the requirements of the exam board and meet the requirements of the Catholic Education Directory.
- Ensure curriculum coverage, continuity and progression in RE throughout the school.
- Ensure that teachers are clear about teaching objectives, understand the sequence of teaching and learning in the subject and communicate this to students.
- Support and guide colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of the full range of pupils.
- Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement in line with school policy.
- Support departments in their self-evaluation by monitoring teaching and learning.
- Evaluate the teaching of the subject in school, use this analysis to identify effective practice and areas for improvement and take action to improve further the quality of teaching in the subject.
- To act as a form tutor and provide pastoral support to those pupils in your tutor group.

Leading and Managing Staff

- Lead professional development of staff through example and support.
- To ensure the behaviour policy is consistently implemented.
- Ensure newly qualified staff and staff new to the department receive appropriate support for the subject.
- Work with the Inclusion staff to ensure that Special Educational Needs & Disabilities (SEND) and Pupil Premium (PP) pupils have specific targets and that work is matched to pupils needs.
- To make appropriate arrangements when staff are absent.
- Ensure that the headteacher, senior managers and governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets and subject related professional development plans.
- To lead the development of subject links with partner schools and the community and to effectively promote open day/evenings and other events.





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Accountability

- Communicate effectively, orally and in writing to a range of audiences e.g. staff, students, parents and Governors.
- Discuss with the management the progress of the department regarding data and development plan.
- Secure understanding and strategies for performance management and appraise designated members of staff.
- Establish resource and staff requirements for the subject and inform the link Senior Leadership Team (SLT) of costs and priorities. Distribute subject resources to meet the objectives of the school.
- Keep abreast of curriculum developments to ensure the department is up to date.
- Ensure the effective and efficient management of learning resources for the RE subject.
- Ensure a stimulating but safe working environment in which risks are regularly assessed regarding safeguarding, health and safety and visits policy.
- Report to Governors as required.

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Job Description

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.
- 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. Therefore carry out any reasonable request of the Headteacher.



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Head of Religious Education

Person Specification

	E	D
Qualifications		
Qualified teacher status QTS	♦	
Honours degree or equivalent	♦	
Personal		
A desire and determination to make a significant contribution to the school as a whole	♦	
Must be able to manage own work load effectively and respond swiftly to tight deadlines	♦	
Willingness to share expertise, skills and knowledge plus ability to encourage others to follow suit	♦	
Openness and willingness to address and discuss relevant issues, allied with an ability to inspire and challenge others and to deal with challenging questions	♦	
Drive, energy, resilience and a sense of humour	♦	
High expectations of self and others	♦	
Passionate about their subject	♦	
Excellent punctuality and attendance	♦	
Ability to work under pressure and to deadlines	♦	
Demonstrate good judgement	♦	
Display an awareness, understanding and commitment to the protection and safeguarding of children and young people	♦	
Ability to produce required outcomes with minimal supervision		♦
Involvement in networking and sharing of best practice		♦
Personal values that are consistent with the ethos of a Catholic School	♦	
Understanding of the leadership role in the spiritual development of pupils and staff		♦
The ambition to develop each child to his or her maximum potential	♦	
The desire to afford each child the dignity they require to build self esteem and so to flourish	♦	
Excellent interpersonal & communication skills	♦	
Interpersonal skills which demonstrate an ability to motivate staff and students and to convey enthusiasm for teaching & learning	♦	

Person Specification

	E	D
Experience		
Effective team leadership		♦
Data analysis and target setting	♦	
Experience of working with others to develop teaching & learning innovations	♦	
Successful, recent teaching experience in a secondary school	♦	
Experience of school self evaluation		♦
Proven record of raising standards at all ability levels	♦	
Experience to teaching subject to A level standard	♦	
Professional Development		
Evidence of substantial recent professional development, including curriculum developments and pedagogy	♦	
Experience of working with other schools / organisations / agencies		♦
Experience of leading INSET		♦
Mentoring & Coaching Staff		♦
Involved in the performance management of others		♦
Knowledge Skills & Aptitude		
A sound understanding of the Ofsted framework		♦
Very good ICT skills	♦	
Experience of using data to effect improvements	♦	
Excellent line management skills		♦
Ability to plan strategically, monitor effectively and evaluate analytically	♦	
Experience of using pupil voice to impact on teaching & learning		♦
Current educational issues especially related to the curriculum at KS3, KS4 and KS5	♦	
Effective strategies for leading and managing department improvement		♦
Management of staff including professional development		♦
Ability to employ a range of resources and teaching & learning strategies encouraging differentiated learning	♦	
Capable of initiating and maintaining innovative curriculum design and delivery		♦
Excellent understanding of the strategic importance of ICT to raising standards and a commitment to e-learning across the curriculum	♦	
Must be able to effect whole school change through effective leadership and management	♦	



How to apply

If you would like to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our retained consultant at Academicis, Vonya Campey: vcampey@academicis.co.uk or 01223 907979 / 07340 010983

Please email your application to:
vcampey@academicis.co.uk

Closing date: Tuesday 19th September 2023

Shortlisting date: Wednesday 20th September 2023

Interviews: Tuesday 26th September 2023

