

Job description

JOB TITLE: Head of RE

DEPARTMENT: RE

RESPONSIBLE TO: Headteacher

CONTRACT TYPE: Permanent

SALARY: Teacher's PayScale + TLR

The Governors are seeking a well-qualified, committed and practising Catholic to appoint to the key position of Head of Religious Education at St Ursula's who will join us for the new academic year in September 2024.

The prime task of the head of the department is to assist the Headteacher and Deputy Headteacher in the leadership of the Catholic community. The Catholic community finds expression of its faith in the daily living out of gospel values, in a regular and engaging liturgical life, a stimulating Ethics programme for all students and academic excellence in the more formal examined curriculum.

St Ursula's Convent School

The school was established in 1877 by the Ursuline Order and continues to have as its inspiration the spirit and traditions of the congregation.

As an Ursuline school, we have been entrusted by St Angela. Our foundress, to continue to live out her vision of educating young people of tomorrow.

Our school motto is 'Serviam' meaning 'I shall serve'. 'We are a testament to this in that our school community bears witness to God's love; whereby each individual is encouraged to serve and love one another'.

Our Mission is to ensure that every individual achieves their potential through the pursuit of academic excellence and the nurturing of their gifts and talents.

To Create a caring Catholic community; allowing everyone to develop and share in the love of Christ, serving the world of today and tomorrow through the relationships we make and the service we provide to others.

All students at St Ursula's follow a Core R.E programme in line with the RCD framework, consisting of a structured programme of 1-hour lessons. Clearly set in a Catholic context it is sufficiently inclusive in content and discourse to accommodate the perspectives of other denominations, faiths, and those of no faith.

Staff at St Ursula's we endeavour to do the following.

- Provide guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions.
- Advise where appropriate, on the preparation and development of courses of study, teaching materials and teaching programmes.
- Supervise and support any students whose teacher is not available to teach them
- Participate in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting

such assessments; and participating in arrangements for students' presentation for and supervision during such examinations.

Internal and external communication

- Making records of, and reports on, the personal and social needs of students and raising any concerns with relevant staff members.
- Communicating and consulting with the parents/guardians of students.
- Communicating and cooperating with persons or bodies outside the School when required to do so.

Involvement in the wider life of the College

- Participating in meetings arranged for any of the purposes described above.
- Participating in arrangements for your further training and professional development.
- Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the School premises and when they are engaged in authorised School activities elsewhere.
- Attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after School sessions.

Personal and professional characteristics and conduct

- Maintain up to date professional subject knowledge and a critical understanding of developments in the subject and curriculum areas, through personal study, creative practice and formal courses or training programmes.
- Participate in internal and external CPD activity necessary to update professional practice reflecting individual, subject area or whole School development goals. For newly qualified teachers, and teachers new to the School, this will include attendance on the sessions organised as part of the formal induction programmes.
- Contribute to School provision for enrichment activities or extra study workshops where this is consistent with individual workloads and timetables.
- Participate in activities aimed at the recruitment and induction of students including attendance at Open Evenings, supporting liaison activities with partner schools and organisations, consultative discussions at enrolment and the interviewing of new students where there is consistency with individual experience and workloads.

MAIN DUTIES AND RESPONSIBILITIES

Leadership and Management

- Planning, implementing and delivering the existing GCSE subject curriculum within the framework of the school curriculum policy as set out in the School Improvement Plan.
- Accepting a central role in the organisation of all liturgies.
- Devising coherent programmes that meet the needs of students and have clearly identified aims and objectives which are shared with the students.
- Ensuring that assessment is both regular and thorough and that full records of work are kept.
- To ensure that assessments are consistent and fair; that appropriate appeals procedures are in place and that achievement is certified where appropriate.
- Ensuring that subject reports are complete and of high quality.
- Supporting activities both within an extra-curricular basis, such as in the organisation of retreats
- Preparing the Self-improvement and Department plan.

- Making appropriate arrangements, where required, for the supervision of trainee teachers.
- Ensuring the department is Health and Safety compliant in line with the whole School policy.
- Ensuring that the subject is appropriately resourced, and all monies are spent appropriately and used to enhance the student experience.
- Monitoring the departmental budget in consultation with the School Business Manager.
- Ensuring that the departmental rooms present a stimulating and exciting learning environment.
- Liaising with other subject areas at St Ursula's Convent School.
- Organising examination entries with the Examinations Officers.
- Liaising with the Deputy Head teacher in all matters concerned with the timetable and curriculum.
- Lead and arrange 'course specific' trips and visits as and when required.
- Liaising with colleagues from other schools
- Co-operating with the Senior Leadership Team in marketing the school in general and the subject areas in particular and maintaining links with feeder/partner and other schools.

Teaching, Learning, Planning, Assessment

- Planning and preparing high-quality lessons according to the departmental schemes of work.
- Teaching differentiated lessons according to the educational needs of the students assigned to you, including the setting, and marking of work to ensure all students are making good or better progress.
- Assessing, recording and reporting on the development, progress and attainment of students, in each case having regard to the Mission and curriculum of the School.
- Providing or contributing to written assessments, reports and references relating to individual students and groups of students.
- Ensuring that all assessment records are up to date.
- Promoting the general progress and well-being of individual students and of any class or group of students assigned to you.
- Participate in School quality assurance and self-assessment systems including the use of student feedback systems, subject area lesson observation schedules, the completion of self-assessment reports, internal inspections and the school probation, appraisal and performance management system.
- To always act in accordance with the Schools' Safeguarding, Equality and Diversity and Health and Safety Policies.
- Support and contribute to the Catholic ethos of the school.
- Perform any other duties as may be reasonably required.

Person Specification

| | Essential | Desirable |
|--|-----------|-----------|
| Educated to Honours degree level | ✓ | |
| Qualified Teacher Status | ✓ | |
| Committed and practising Catholic | ✓ | |
| A record of sustained, outstanding classroom practice | ✓ | ✓ |
| A commitment to ongoing research into teaching and learning strategies | ✓ | |
| Experience of leading and managing a curriculum area/team | | ✓ |
| Experience of implementing strategies for improving the quality of teaching and learning, including promoting excellence and challenging poor performance. | | ✓ |
| Evidence of a commitment to further professional study to post graduate Diploma, Masters or Doctorate level | | ✓ |
| Willing and able to take responsibility. | ✓ | |
| Ability to work within a team. | ✓ | |
| Ability to manage stress and achieve a work/life balance | ✓ | |
| A high level of problem analysis and solving. | ✓ | |
| Understanding of impact of decisions. | ✓ | |
| Effective written and verbal communication skills. | ✓ | |
| Ability to listen/observe/acknowledge. | ✓ | |
| An excellent ability to plan and organise with clarity and attention to detail. | ✓ | |
| Excellent time management and ability to prioritise. | ✓ | |
| Good initiative and creativity. | ✓ | |
| Willingness to be fully involved in the life of the Department, to be collegiate and collaborative | ✓ | |
| Good sense of humour. | ✓ | |

At St Ursula's we are committed to safeguarding and promoting the welfare of children and young people. Candidates for vacant posts are expected to share this commitment and all appointments will be subject to appropriate vetting, including an enhanced DBS disclosure check. We are an equal opportunities employer.