

HORNDEAN TECHNOLOGY COLLEGE

Barton Cross, Waterlooville, Hants PO8 9PQ

Tel: 023 9259 4325

Website: www.horndeantc.hants.sch.uk

E-mail: vacancies@horndeantc.hants.sch.uk

Headteacher: Mrs Julie Summerfield

Assistant Subject Leader for Religion, Society and Life

MPR/UPR + TLR 2c - £3526 per annum

Full time

Required from September 2026

HTC would like to invite applications from dynamic, enthusiastic, and committed teachers to join a strong, supportive, and forward-thinking department.

This post will support the Department to ensure that the curriculum of RSL and Sociology at KS3 and 4 are delivered to a high standard with positive outcomes. In addition, the successful candidate will support a programme of personal development, Tutor and assembly, careers education, relationships, sex and health education. The successful candidate will need to demonstrate a drive for improvement and a willingness to use their initiative to achieve excellence for all, in line with the vision of the Subject Leader.

Applicants will need to have an interest in curriculum design and have the passion to continue revising our current schemes to meet the needs of our students. We are informed by the Hampshire Living Difference IV Religious Education Locally Agreed Syllabus at KS3 and offer the AQA GCSE Religious Studies A (focusing on Christianity and Buddhism) and the Eduqas GCSE Sociology course at KS4. We are a very popular GCSE choice and students enjoy their studies and the skills and knowledge that they develop with us. The department encourages brave and innovative methods of teaching and learning and is always looking for ways to develop our practice and provision for our students.

HTC is committed to providing the highest quality of learning for all students in every lesson and fully supports staff for their induction and professional development. We have an OFSTED rating of outstanding and good (OFSTED Nov 2024). HTC is a 'college where students' academic achievements and their personal development is extremely strong'. Ofsted commented on the personalised education and innovative curriculum, the calm atmosphere and well-behaved students who are highly respectful and have positive attitudes to learning. Staff training, support and welfare were seen to be exceptional. 'Parents are overwhelmingly positive and appreciate the care and support their children receive'.

Informal enquiries/visits are welcomed and highly recommended, please contact Jon Hamer, Subject Leader, at jon.hamer@horndeantc.hants.sch.uk to arrange. Application forms and further details are available on the College website. Please return completed application form to vacancies@horndeantc.hants.sch.uk

The College is committed to safeguarding children and promoting the welfare of young people and expects all staff and volunteers to share this commitment.

Closing date for applications : 12 noon 1 May 2026

HORNDEAN TECHNOLOGY COLLEGE



ASL for Religion, Society and Life

MPR/UPR + TLR

Information for applicants

The Religious Studies Department

Thank you for your enquiry regarding our vacancy for a full time Assistant Subject Leader for Religion, Society and Life from September 2026. This post will support the Department to ensure that the curriculum of RSL and Sociology at KS3 and 4 are delivered to a high standard with positive outcomes. In addition, the successful candidate will support a programme of personal development, Tutor and assembly, careers education, relationships, sex and health education. The successful candidate will need to demonstrate a drive for improvement and a willingness to use their initiative to achieve excellence for all, in line with the vision of the Subject Leader. The department currently have three full-time and one part-time Teacher Specialists. There are three specialist teaching rooms; a staff work room and a department office.

Based on the Hampshire Agreed Syllabus - 'Living Difference IV', RS is taught in Years 7 and 8 as a discrete subject to mixed ability groups. Religious Studies is a GCSE option from Year 9. The GCSE course followed is set by AQA using specification A with a focus on the beliefs, teachings and practices of Christianity and Buddhism and their responses to various moral and philosophical queries. The department is experienced in teaching the 9-1 GCSE specification and continues to develop new ways to engage our students and bring centuries-old teachings and concepts to life in memorable ways. We aim to provide the space and time for students to tackle the biggest questions in life. The department is also responsible for teaching Sociology as a GCSE option and this has been a popular choice amongst students. We currently teach the WJEC/Eduqas specification.

The department upholds the general aims of the College. We encourage active learning approaches and are keen on the use of ICT, where appropriate. We foster links with many departments across the College, especially the other Humanities subjects and Expressive Arts. The department follows whole College policies on assessment and reporting, equal opportunities, PSHRE delivery, homework, marking, rewards and sanctions and key learning skills.

The department is a hardworking, committed and happy one and this is reflected not only in the relationships between its staff but with the students.

Please note:

If called for interview, you will be expected to plan and teach a lesson as part of the selection procedure.

Staff new to the College are expected to take part in a comprehensive induction programme designed to foster the common maintenance and development of the College's ethos and practices.

SPECIFICATION

QUALIFICATIONS

Essential:

Good honours degree and excellent subject knowledge.
Evidence of continuing professional development in a range of areas.

EXPERIENCE

Essential:

Experience of teaching across the age and ability range within KS3 and KS4.
Experience of curriculum development work.

Desirable:

Use of target setting and reviewing.

SKILLS, KNOWLEDGE, APTITUDE

Essential:

Good knowledge of requirements/developments in Humanities.
Good methodology and excellence in classroom practice.
Good organisation and time management skills.

Desirable:

ICT skills.
A knowledge and understanding of present educational initiatives.
A knowledge and understanding of the Hampshire Agreed Syllabus – 'Living Difference'.

PERSONAL QUALITIES/SOCIAL SKILLS

Essential:

Ability to work as a team member.
Well-developed organisational skills.
Flexibility, initiative, enthusiasm.
Ability to work under stress.

Desirable:

Wider interest in cross-curricular area

OTHER

Essential:

Sense of humour

Job Description

Post Title:	ASSISTANT SUBJECT LEADER
Purpose:	<ul style="list-style-type: none"> • To support/assist the Subject Leader in this relatively large department. • To accept responsibility for specific delegated roles/tasks from the Subject Leader so that all areas of the department are lead/managed effectively/efficiently. • To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress. • To support the Subject Leader in developing and enhancing the teaching practice of others. • To assist the Subject Leader in leading, managing and developing the subject/curriculum area. • To help manage and deploy teaching/Support Staff, financial and physical resources within the department.
Reporting to:	Subject Leader
Responsible for:	Teaching staff and other relevant personnel within the department.
Liaising with:	Subject Leader(s), Student Support Services and relevant staff with cross-College responsibilities, relevant non-teaching Support Staff, LEA staff, and parents.
Working Time:	195 days per year. Full time
Salary/Grade:	MPR/UPR + TLR 2c
Disclosure level	Enhanced
Operational/ Strategic Planning	<ul style="list-style-type: none"> • To help lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department. • To actively monitor and follow up student progress. • To implement College Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, etc. • To work with colleagues to formulate aims, objectives and department development plans which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the College. • To link with teaching staff to ensure that the work in the department fully reflects the College's distinctive ethos and mission. • In conjunction with the ICT Co-ordinator foster and oversee the application of ICT in the department including the development of materials for Open and Independent Learning.
Curriculum Development:	<ul style="list-style-type: none"> • To help lead curriculum development for the whole department. • To keep up to date with national developments in the subject area and teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.

	<ul style="list-style-type: none"> • To advise the Subject Leader regarding accreditation with the relevant examination and validating bodies. • To assist the Subject Leader to ensure Literacy, Numeracy and Key Skills are reflected and promoted within the specialist curriculum area.
<p><u>Staffing</u></p> <p>Staff Development:</p> <p>Recruitment/ Deployment of Staff</p>	<ul style="list-style-type: none"> • To undertake Performance Management Review(s) and to act as reviewer for designated staff within the department. • To support the Subject Leader to make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department. • To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with College procedures. • To promote teamwork and to motivate staff to ensure effective working relations. • To participate in the College's ITT programme. • To support the subject leader in the day-to-day management of staff within the designated department and act as a positive role model.
<p>Quality Assurance:</p>	<p>To assist the Subject Leader:</p> <ul style="list-style-type: none"> • To ensure the effective operation of quality control systems. • To establish the process of the setting of targets within the department and to work towards their achievement. • To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department. • To contribute to the College procedures for lesson observation. • To implement College quality procedures and to ensure adherence to those within the department. • To monitor and evaluate the curriculum area/department in line with agreed College procedures including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required. • To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.
<p>Communications:</p>	<p>To support the Subject Leader in ensuring that:</p> <ul style="list-style-type: none"> • All members of the department are familiar with its aims and objectives. • There is effective communication/consultation as appropriate with the parents of students. • There is liaison with partner colleges, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies. • The Department's views and interests are represented.
<p>Marketing and Liaison:</p>	<p>To support the Subject Leader in:</p> <ul style="list-style-type: none"> • Contributing to the College liaison and marketing activities, e.g. the collection of material for press releases. • The development of effective subject links with partner colleges and the community. Attendance where necessary at liaison events in partner schools and colleges and the effective promotion of subjects at Open Days/Evenings and other events. • The promotion of effective subject links with external agencies.

Management of Resources:	<ul style="list-style-type: none"> To assist in the management of the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
Pastoral System:	<ul style="list-style-type: none"> To assist the Subject Leader monitor and support the overall progress and development of students within the department. To assist the Subject Leader monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description. To contribute to PSHE, citizenship and enterprise according to College Policy. To ensure the Behaviour Management System is implemented in the department so that effective learning can take place. Assist members of the department with behaviour management as necessary.
Teaching:	<ul style="list-style-type: none"> To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties:	<ul style="list-style-type: none"> To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
Other Specific Duties:	
<p>To continue personal development as agreed.</p> <p>To undertake any other duty as specified by STPCB not mentioned in the above.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The exact role/tasks of Assistant Subject Leader will be negotiated in detail with the Subject Leader.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

Procedures

“Horndean Technology College and Hampshire County Council are committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.”

1. Job Description

The Job Description gives an outline of the broad responsibilities and lists the main tasks involved in order to undertake the post successfully.

2. Person Specification

Every vacancy advertised is based on a person specification which describes the skills, experience and qualifications required. Please read this carefully so that you know what we are looking for. **Candidates should be able to meet all the essential elements and it would be to their advantage to have at least some of the desirable elements.**

3. Post and Recruitment Details

These will outline the general conditions of service and salary applicable to the post, the closing date for applications and the interview date. Additional information about the vacancy will be enclosed in respect of the particular faculty, section or work area as appropriate.

4. Filling in the Application Form

After reading the role profile and person specification, think carefully about your application and consider to what extent you have gained the skills and experience necessary for the post. Consider all the points in the job description and person specification when replying. Include evidence to support your application. Please send your completed application to Mrs Heathcote, Horndean Technology College, Barton Cross, Horndean, Waterlooville, PO8 9PQ. **It has come to our attention that some applications sent using Royal Mail are not reaching us by the required closing date, this is due to the incorrect postage amount being paid.**

Please note that canvassing in any form will disqualify the applicant.

5. Long Listing/Short Listing

This is the initial process of matching applicants against the relevant criteria in the person specification. The long or short listing panel will make judgements based upon the evidence presented in the application as to those candidates who best meet the criteria. References will normally be sought at the long listing stage. These will help us to develop a short list of candidates to be invited to interview. This also applies to internal candidates.

6. The Interview Panel

Normally, the interview panel will consist of two, three or four people. Other members of the panel will represent various levels of management associated with the advertised post.

7. The Day Structure

Candidates will be expected to furnish themselves with information and answers to most of their questions through the structure of the day. Candidates will nevertheless be asked if they have any final questions/points they wish to raise after the Panel have asked their questions.

Typical day structure:

08.15	Arrival
08.30	Tour of the College and Discussion with students
09.25	Teach a lesson
10.20	Coffee in Department
10.40	Time in Department
11.30	Presentation if appropriate
12.20	Lunch
12.40	Final shortlist
12.50	Interviews
	Panel announces decision
	Debriefs offered to unsuccessful candidates

(Timing will, of course, be variable according to the number of candidates being interviewed)

Each candidate will be asked the same core questions; however, members of the panel may ask relevant supplementary questions arising from your initial answer under the overall direction of the Chair.

All questions will be relevant to the job and will be as open as possible, thus allowing candidates to give evidence of their suitability. The level and complexity of questions will relate to the level of the post.

Members of the Panel will usually take notes during the course of the interview; these will be used to assist the Panel in making its final decisions.

8. Facilities at Interviews

Every effort will be made to provide appropriate facilities for candidates at interviews. Please contact the Recruitment Officer, Mrs J. Heathcote, should you have any special requirements in order to facilitate your attendance at the interview.

9. The Decision

The decision to appoint will be taken on the basis of the evidence that has been made available to the panel throughout the recruitment and selection process in relation to the criteria as stated in the person specification. Information gathered through earlier

parts of the selection process can lead to a decision not to proceed with further interview. You will be notified as to the outcome.

10. References

The appointment of external candidates will be subject to the receipt of two satisfactory references, as requested at the long listing stage.

Your present or most recent employer must be given as one of the two referees. This person will normally be the head of the organisation for which you currently or most recently worked. The other reference should be from someone who knows you, your work and ability. **Normally, references will be requested prior to interview.**

References will be used to supplement the Panel's decision or, if the Panel requires further evidence, to distinguish between candidates. The Chair of the Panel may request that further enquiries are made to either the referee and/or the candidate, where there is information or an omission in the reference giving rise to doubt or concern.

References will not be disclosed to the candidate.

All appointments will be subject to medical records. It may be necessary in some instances to refer a health questionnaire to an independent Medical Officer for a report.

In the event of you being appointed, it will be necessary for the College to check with the police as to whether you have a criminal record. Your authority to do so is given on the application form.

Proof of qualifications will be required in the form of original certificates. Photographic proof of identification will be required, a passport or driving licence. Please bring with you, if selected for interview.

11. Feedback to Unsuccessful Candidates

The College does not give reasons for non-appointment. It will invariably be that in the judgement of the panel there was a better candidate available or that no candidate met the College's requirement. Internal candidates will be offered a debriefing interview by an appropriate member of the panel. Any external candidate who requires feedback on their interview performance will also be offered constructive advice about their interview performance.

12. Interview Expenses

The College will pay travel and subsistence expenses (within UK only) as set out on the claim form provided to short-listed candidates on the day. These will not normally be granted to candidates who withdraw before the selection process is completed. HCC procedure for Mileage Claims states all mileage claims must be submitted with a VAT petrol receipt that is dated prior to the mileage claim. There is no exception to this rule. No petrol VAT receipt = no claim!

13. No Smoking Policy

For Health and Safety reasons, the College has been designated a no smoking area and the successful applicant will be expected to comply with this policy.

14. Asylum & Immigration Act 1996

Under the Asylum and Immigration Act, we must require all candidates for employment to produce a document to prove that they are entitled to live and work in the UK. Please bring with you to the interview one of the following (not a copy):

- a documented National Insurance number (eg P45, P60 tax form, previous pay slip)
- a valid Passport from any European Economic Area state
- a British Birth Certificate
- a Certificate of Registration or Naturalisation as a British Citizen.

No offer of employment should be made until proof has been seen and checked carefully. A copy of the document for the successful candidate must be retained on the personal file.

These rules apply to all employees including staff employed on any type of casual contract.

15. Equal Opportunities

In line with our 'Vision Statement' and national legislation, Horndean Technology College is committed to seeking to ensure that all staff, both present and future, have equal opportunities, in the context of both national legislation and College objectives, irrespective of gender, ethnic origin, age, disability and other identities.

The successful candidate will be given full opportunities to develop professionally through a comprehensive induction and staff development programme which includes appraisal.

Thank you for expressing an interest in our College. I hope that these details will help you to make the best of any application. If you are unsuccessful in obtaining a post on this occasion, I wish you the all best in future applications you may wish to make.

Mrs Julie A Summerfield
Headteacher