

# Assistant Subject Leader of Religious Education MPS/UPS with TLR 2.2 (£4,785)

SAINT BEDE'S



## INFORMATION PACK

### 1. GENERAL INFORMATION

Saint Bede's Catholic High School is a successful, over-subscribed 11-16 Voluntary Aided High School in the Diocese of Lancaster. There are currently 820 pupils on roll.

The school is situated in Lytham and is very easily accessible from Preston, Lancaster and East Lancashire via excellent motorway links. M55 Junction 4, for example, is only 3 miles away.

Saint Bede's is 'a highly effective school' where the students 'develop as confident and

outward-looking citizens.' (Ofsted 2018). Staff and pupils have a real pride in the school and the sense of belonging and levels of support for one another are exceptional. As described in a previous Ofsted report, Saint Bede's is a 'very special place to be'.

Pupils at Saint Bede's are highly motivated and respond well to challenge. Ofsted inspectors noted: 'The pupils we spoke with placed great emphasis on the school's culture, to 'Be a Bede'. They say that it helps to secure an inclusive, safe and aspirational community for all pupils at the school.' (Ofsted 2018)



*"Saint Bede's is clearly an outstanding school and is making rapid progress. The ethos and culture is terrific - enthusiastic, energetic, polite, courteous, 'can do' and values-driven. I was hugely impressed by the school's work."*

*Prof. Steve Munby  
Chair of the Teaching Awards Trust*



*"The very best in  
Catholic education."*

*Bishop Michael  
Campbell OSA*

*'Inspectors were struck  
by the positive attitude,  
courtesy and the high  
levels of self-esteem  
c o n s i s t e n t l y  
demonstrated by the  
pupils at your school.'*

*OFSTED  
(June 2018)*



## 2. THE MISSION AND ETHOS OF THE SCHOOL

The school serves the Catholic Parishes of the Kirkham Deanery, covering the whole of the South Fylde area, and seeks to encourage close liaison with the parishes and primary schools.

We are fortunate to have a beautiful chapel which fosters the liturgical and sacramental life of the school, reinforced by our Lay Chaplain, regular visits from our Priest Chaplain and parish clergy.

All staff are expected to contribute to the realisation of our Mission Statement and will normally undertake pastoral responsibilities as well as academic duties. Pupils are strongly encouraged to develop responsibility for maintaining high standards of behaviour, courtesy and academic progress. They are also encouraged to join a variety of extra-curricular activities in music, drama, sport together with various clubs and societies. The prayer and liturgical life of the school is central to all that we do.

*"We aim to reflect the true Christian values  
proclaimed in the Gospel and seek  
to provide a caring community in which  
young people can grow as balanced individuals,  
morally, intellectually and spiritually and so  
participate fully in the real world."*



### 3. THE RELIGIOUS EDUCATION DEPARTMENT

The governors will appoint a practising Catholic who, by personal example, will ensure that a Catholic ethos rooted in the teachings of Jesus Christ and the Catholic Church permeates all aspects of the life of the School.

This post provides an exciting opportunity to support the Subject Leader of Religious Education in actively guiding all members of the school community to live out Gospel values on a day-to-day basis and in line with our Catholic mission.

Through assisting the leadership of teaching and learning in the department, the Assistant Subject Leader will foster an aspirational culture in which all staff and pupils strive to maintain the highest possible standards across all ages and ability levels.

Creating a strong culture of teamwork and an open, professional dialogue, the Assistant Subject Leader will, by example, inspire engaging teaching that fosters a genuine enjoyment of Religious Education and a desire for success in the GCSE examinations.

In collaboration with the Subject Leader, the Assistant Subject Leader will monitor the work of the department in line with school policies and procedures, providing helpful, constructive feedback to support staff as well as fostering a culture that promotes self-reflection and engagement in professional development.

The Assistant Subject Leader will co-lead the department in preparing a broad, balanced and differentiated curriculum that meets both the requirements of the Lancaster Diocesan Framework and the 2018 Edexcel GCSE specification.

All staff are expected to contribute to the realisation of our Mission Statement and will normally undertake pastoral responsibilities as well as academic duties.

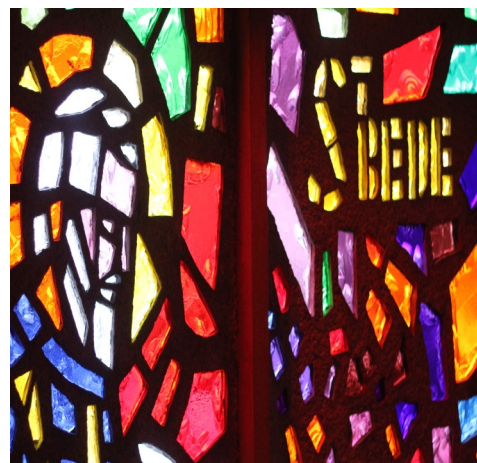
#### The Curriculum

In Years 7 and 8, the schemes of work are based on the diocesan programme of study which is the resource recommended for adoption by Lancaster Diocese.

In Years 9-11, pupils follow the Edexcel Religious Studies GCSE specifications.

*"The outstanding curriculum has been carefully tailored to meet the needs of all students extremely well.*

*It is greatly enhanced by the Challenge Weeks, including the enterprise days, and the broad range of extra-curricular activities. The approach means that all can achieve highly."*



*"The success of the curriculum, the impact of good teaching and the outstanding quality of care, guidance and support are seen in the students' success in examinations across the ability range. The impact is seen also in students' excellent personal development and attitudes to learning."*



## Rooms and Resources

The department are based in 3 specialist teaching rooms, all of which have data projectors and are connected to the school network providing access to shared resources. The department is well-funded and teachers share a variety of resources. Each classroom contains attractive displays of pupils' work.

We also have access to our beautiful chapel. The pupils are provided with opportunities to go to the chapel to meditate, pray and reflect.

## The Timetable Allocation

The school works on a 25 x 1 hour period week. We have a two-week timetable.

All pupils in Years 10 and 11 have 5 lessons of Religious Education across Week A and Week B. In KS3 they have 4 lessons of Religious Education across Week A and B.

## Staff for 2020/21

Miss H Newsham  
(Subject Leader)

Mr J Harding  
Mrs J Lowe  
Miss A Southworth  
Mrs P Burdess (Lay Chaplain)

## Extra-Curricular Activities

There is a junior branch of the Saint Vincent de Paul Society – 'Mini-Vinnies'. This group provides a valuable link with the local community.

The 'Action' group is a justice and peace group which works with the diocesan Faith and Justice Commission.

Year 10 pupils are given the opportunity to attend a residential course at Castlerigg Manor in Keswick. The Lancaster Diocesan Youth Centre and the department support the work of our Lay Chaplain, Paula Burdess, in the delivery of this valuable experience.

## Chaplaincy

Daily prayer services and small-scale liturgies are held in the Chapel, whilst large scale worship is held in the school hall or sometimes in a neighbouring parish church. The Religious Education department helps the Priest Chaplain, Father David Burns, and Paula in preparing the pupils for voluntary weekly Masses and for the school Masses and liturgies which mark special feast days, events and end of term celebrations.



*"The Catholic Life of the school is outstanding."*

*"The pupils of Saint Bede's school are proud to be a part of their Catholic school family."*

*Denominational Inspection  
Report (Section 48)*

*June 2016*



## 2. JOB DESCRIPTION

Job Title	Assistant Subject Leader of Religious Education
Grade	MPS/UPS with TLR 2.2 (£4,785)
Accountable to	Miss H Newsham (Subject Leader of Religious Education)
Main Purpose	<ul style="list-style-type: none"><li>To deliver professional leadership and management for the Religious Education department.</li><li>To provide a high-quality educational experience, which enables all students to raise their levels of attainment and achievement.</li><li>To lead and support the Catholic ethos and mission of the School, in collaboration with the Subject Leader, Priest Chaplain and Lay Chaplain.</li><li>To creatively develop the spiritual and prayer life of the School, which inspires pupils to seek a personal encounter with God.</li><li>To assist in the leadership and management of the department and to deputise for the Subject Leader in the event of sickness or absence.</li><li>To support the Subject Leader in directing provision of the Human Relationship and Sex Education (RSE) programmes within the School.</li></ul>

### Specific Responsibilities

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

#### Strategic direction and development of the subject:

1. To assist in the development of a broad curriculum supported by detailed resources, schemes of work, marking policies and teaching strategies in line with school policies and the Lancaster Diocesan Framework.
2. To ensure the implementation of a whole-school policy for RE, which provides consistent high-levels of teaching and learning to support pupils' personal and academic development.
3. To assist in the process of curriculum development and change, in order to ensure a continued relevance to the needs of pupils, examination and awarding bodies and the mission of the Catholic Church.
4. To use diocesan, national, local and school management data effectively, to monitor standards of achievement across both Key Stage 3 and Key Stage 4.
5. To cultivate the liturgical experience and spiritual life of the school, both curricular and extra-curricular, in conjunction with the Senior Leadership Team, Priest Chaplain and Lay Chaplain.
6. To be involved in the extra-curricular life of the School, both RE and non-RE related, including acts of charity and service, residential trips and student clubs.

#### Leading and managing staff:

1. To lead the professional development of staff, both through example and via the provision of support.
2. To complete all relevant documentation to assist in the tracking and monitoring of pupil performance.
3. To use this information to inform teaching and learning within the department.
4. To ensure that the school's 'Behaviour for Learning' policy is consistently implemented.
5. To assist in the provision of appropriate support for newly-qualified staff as well as staff new to the department.
6. To work with the Special Educational Needs Coordinator (SENCO) and Progress Leaders to ensure that pupils with special educational needs (SEN) and those eligible for 'Pupil Premium' at Key Stage 3 have specific targets and schemes of work which meet their individual needs.
7. To assist in supporting staff to communicate effectively with the parents of students where necessary.
8. To contribute towards the ordering and allocation of equipment and materials for the department.
9. To contribute towards the review, development and management of activities relating to the curricular, organisational and pastoral functions of the school.

## Specific Responsibilities

### Accountability:

1. To communicate effectively, both verbally and in written correspondence, to a range of audiences including staff, students and parents.
2. To report to the Subject Leader on the progress of Key Stage 3 pupils regarding both data and development plans.
3. To create resources and to identify staff development requirements for the subject area, informing the Subject Leader of costs and priorities.
4. To ensure the effective distribution and management of learning resources for the subject area.
5. To keep abreast of curriculum developments to ensure that the Department's provision is up-to-date.
6. To assist the Subject Leader in fostering a stimulating yet safe working environment in which risks are regularly assessed, following the school policies for safeguarding, health and safety and visits.

### Teaching and Learning:

1. To follow the requirements of the examining and awarding bodies and to meet with the requirements of the Religious Education Curriculum Directory.
2. To ensure that both staff and pupils are clear about the curriculum aims, approach and rationale, with particular focus on developing an understanding of the learning objectives, sequencing and overall curriculum journey.
3. To support and guide colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of a diverse student body, including the setting and marking of work carried out by pupils at home.
4. To establish and implement clear policies and practices for the assessing, recording and reporting of pupil achievement in line with wider school policy.
5. To contribute towards the development of oral and written assessments; marking, grading and providing written diagnostic feedback for pupils as required.
6. To produce reports and references relating to individual pupils and pupil groups.
7. To prepare and update subject resources.
8. To contribute to the school's departmental self-review process by monitoring teaching and learning through observations, work scrutiny and data analysis.
9. To maintain discipline in accordance with the school's 'Behaviour for Learning' policy, which encourages good practice with regards to punctuality, behaviour, standards of work and homework.
10. To act as a form tutor and to provide pastoral support to those pupils in your tutor group.

### Staff Development:

1. To engage with the School's staff development programme by participating in arrangements for further training and professional development.
2. To continue personal development in all relevant areas, including both subject knowledge and pedagogy; ensuring attendance at Diocesan INSET provision when required.
3. To actively engage in the Performance Management Review.

### Other professional requirements:

1. To establish and maintain positive and effective working-relationships with professional colleagues and parents.
2. To promote the general progress and wellbeing of individual students as a teacher and form tutor.
3. To register students, accompany them to assemblies and encourage their full attendance at all lessons as well as their participation in other aspects of school-life.
4. To participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
5. To actively support the school and its pupils in activities such as Open Evenings, Parents Evenings, Review Days and liaison events.
6. To contribute to the development of effective subject links with external agencies, such as the Catholic Education Service and examining and awarding bodies.
7. To liaise with a Pastoral Leader to ensure the implementation of the school's pastoral system.
8. To recognise and celebrate pupil and staff achievements.
9. To be an enthusiastic, committed teacher; a positive and balanced professional who will enjoy the challenge of contributing to the school's success.



## 6. SUMMARY

Job Title	Assistant Subject Leader of Religious Education
Reporting to	Miss Hannah Newsham (Subject Leader in Religious Education)
Start Date	September 2021
Salary Grade	MPS/UPS with TLR 2.2 (£4,785)
Closing Date for Applications	Monday 10th May 2021 (12noon)
Interview Date	To be arranged.
Type of School	Secondary (VA)
Age Range	11 - 16
Location	Lytham, Lancashire
Denomination	Catholic
Number of Pupils	820
Co-educational	Yes
Date Established	1961



*"The school made us all feel so welcome. It is a rare sight nowadays when students hold open doors when they see you approaching, say 'please' and 'thank you' and have smiles on their faces. Yesterday restored my faith in young people as caring and responsible citizens"*

*A recent visitor to the school*

