



# Head of Religious Education

Start date: September 2024 or January 2025

Closing date: 7<sup>th</sup> June 2024



# Welcome to Mount St Joseph Catholic School

Thank you for your interest in the position of Head of Religious Education at Mount St Joseph Catholic School.

Mount St Joseph is a vibrant secondary school situated in the South of Bolton serving a richly diverse community. Our pupils come from a variety of backgrounds. A number of our pupils have English as an additional language (37%) and our pupil premium is 35%. We place a strong emphasis on inclusion.

Our ethos is underpinned by the gospel values of serving others, tolerance, compassion and forgiveness. As a community of learners, believers and friends, we are committed to the spiritual, moral, educational and social development of our community.

We believe strongly in the power of high expectations of our students and of ourselves, and in the importance of personal goals that are meaningful to each individual. We know that every student has their own potential and we are determined to help them to fulfil it. We aim to enable all students to take part in exciting learning inside and outside the classroom, so that they can make rapid and sustained progress.

We are proud of our team of dedicated staff who provide an inspiring, structured and supportive learning environment, in which every student is challenged to realise their full potential and encouraged to be ambitious for their futures. Our school continues to celebrate good results; they are attributable to the hard work and high aspirations of our students, the strong teaching from our committed and talented staff, the outstanding pastoral support and a clear commitment to raising achievement from all members of the school community.

There is a strong emphasis on providing opportunities for students to further build their confidence, self-esteem, interpersonal relationships and to develop the resilience to overcome problems. We aim for all our students to enjoy their time at Mount St Joseph School, to have memories and friends that will last a life time and to leave with the qualifications, personal skills and attributes needed to be successful young adults.

We are looking to appoint an outstanding enthusiastic leader to facilitate and encourage a learning experience which provides all pupils with the opportunity to fulfil their individual potential.

This is an exciting opportunity for a person who is an excellent practitioner, who possesses the energy and enthusiasm to bring their skills and innovation to our community; a person who will be a role model and leader and ambitious for both students and staff.

If you are inspired and share our vision, please apply and we look forward to considering your application and meeting you.

Yours faithfully,

*A Devany*

Headteacher

# About the School

Mount St. Joseph is a Roman Catholic voluntary-aided 11-16 comprehensive under the trusteeship of the Salford Diocese. The Instrument of Government of the school states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Salford.

Our aim is to secure the highest academic achievement for each child, a full awareness of personal and social responsibility and a deepening love and understanding of the Catholic Faith and our Mission Statement is the reference point for all our work:

As a **community of learners** we aspire to achieve our full, academic potential in a happy, safe and caring environment.

As a **community of believers** we aim to develop a full awareness of our spiritual and moral responsibility and a deepening love and understanding of our faith.

As a **community of friends** we influence the people around us by using our unique gifts and talents to develop one another socially and culturally to build a better world.

## Safer Recruitment

Mount St Joseph is committed to safeguarding and promoting the welfare of children and young people. We undertake thorough checks to ensure that we meet our obligations to protect our students. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an Enhanced Disclosure and Baring Service check.



## Key facts

Age range	11 - 16
Religious character	Roman Catholic
Diocese	Diocese of Salford
Number of pupils	906

# Job Description

The job description should be read alongside the range of duties and responsibilities of teachers as set out in the School Teachers Pay and Conditions Document.

Candidates will be expected to have considered these in relation to Mount St Joseph.

**Salary:** Main scale + TLR 1C

**Responsible to:** Senior Leader

**Responsible for:** Religious Education department

The successful candidate will be an excellent teacher of Religious Education, a practicing Catholic, a good team player and a teacher who can communicate a love of the subject and contribute strongly to a committed team. The candidate will be committed to the students and school life and will possess the ability to communicate effectively and be able to raise the standards of learning for all of the students that they are required to work with.

## **Accountability:**

The Head of Religious Education will be directly accountable to the SLT line manager, with specific responsibility for leading teaching & learning and pedagogy across the department. They will work closely with senior leaders, other, middle leaders and teaching staff to raise standards in RE and ensure the impact of quality-first teaching & learning on outcomes and school improvement. You will be responsible for leading and managing the department.

## **Main Purpose:**

- To lead the Catholic ethos mission of aim and objectives of the school
- To provide professional leadership and management for the RE department
- To be accountable for student progress and development within Religious Education
- To develop and enhance the teaching practice of others
- To ensure provision of an appropriately broad and balanced curriculum for all students in RE in all key stages in accordance with the curricular requirements determined by the curriculum and SLT
- To organise liturgy and worship in conjunction with the person in charge of Catholic life in the school
- To effectively manage and deploy teaching and support staff, financial and physical resources in Religious Education

## **Strategic Direction:**

- Develop and ensure implementation of a whole-school policy for RE in line with the aims and policies of the school
- Ensure curriculum provision is broad, balanced and relevant in support of securing outstanding outcomes in the department
- Produce short, medium, long- term plans to develop RE
- 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 and school chaplain
- To report to Governors as required
- To be involved in the extra-curricular life of the school, both RE and non-RE related, e.g.: charity work



### **Teaching and Learning/ Quality Assurance:**

- Follow the requirements of the exam board and meet with requirements of the Catholic Education Directory
- Lead and develop high quality teaching & learning and pedagogy across the department
- 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
- Evaluate the teaching of the subject in school, use this analysis to identify effective practice and areas for improvement and act 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 form group
- Lead the monitoring and tracking of student progress in relation to targets to ensure that students achieve their potential
- Review student progress through highly effective data analysis to inform the most appropriate intervention to ensure outstanding outcomes
- Establish consistent standards of practice across the department and develop highly effective teaching & learning styles
- Actively contribute to the monitoring of standards in teaching & learning through lesson observations, work scrutiny, learning walks and appraisals.
- Implement quality assurance mechanisms across the department and to ensure adherence to them

### **Management:**

- Actively contribute to evaluative feedback and analytical data on standards in teaching & learning, student progress and curriculum provision
- Actively contribute to the analysis and evaluation of performance data to ensure outstanding outcomes
- Ensure that learning environments are stimulating in support of T&L and that they conform to H&S regulations
- Effectively manage the department budget

### **Leading and Managing Staff:**

- Inspire and enthuse members of the team, with a clear vision for the future direction of the RE Department
- Lead professional development of staff through example and support
- Plan and deliver well-sequenced lessons
- 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 appropriate staff to ensure that SEN and 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 development plans

### **Staff Development**

- Work alongside senior leaders and other staff to ensure that professional development needs are identified and that appropriate provision is delivered to meet such needs promote teamwork and collaborative working to motivate staff and to ensure effective working relations across the department and at a whole school level
- Lead the on 'coaching' within the department

- Ensure the effective deployment of classroom support
- Actively support ECTs and ITT students

### **Accountability**

- Communicate effectively, orally and in writing to a range of audiences e.g. staff, students, parents and Governors
- Discuss with 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 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
- Maintain an up-to-date understanding of the requirements of Catholic Education
- 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

### **Other Professional Requirements**

- Establish and maintain positive effective working relationships with professional colleagues and parents
- To continue personal development.
- 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 provision
- Lead the school in the fostering of the school ethos
- Leading the school in prayer at appropriate times
- Act as the first level of approval/intervention for HR issues, including managing absence, CPD approval, leave of absence requests, disputes within the team. support to address concerns with practice and well-being and mental health of staff in the team
- To undertake any other duty as specified by STPCD not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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.

# Person Specification

The successful candidate must be able to demonstrate that they have the qualifications, experience, knowledge, abilities and personal qualities outlined below.

Category	Essential	Desirable
<b>Faith Commitment</b>	<ul style="list-style-type: none"> <li>• Must be a practising Catholic who can inspire and live the teachings of the Faith</li> <li>• The passion to share faith with others in teaching</li> <li>• Understanding of the distinctive nature of a faith school</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of participation in faith life of the community</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher</li> </ul>	<ul style="list-style-type: none"> <li>• CCRS or equivalent</li> <li>• Evidence of further study in Religious education</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of teaching RE to GCSE level in school</li> <li>• Successful history of results at GCSE level</li> <li>• Evidence of ability to manage a team and teaching and learning in a curriculum area.</li> <li>• Experience of an effective classroom teacher across Key stages.</li> <li>• A sound knowledge of RE programmes of study</li> <li>• A keen interest in the ongoing development in Religious Education</li> <li>• Solid understanding and teaching of RE Curriculum at Key Stage 3 and Key Stage 4</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to assess the strengths and weaknesses of RE programmes of study across all sectors.</li> <li>• Experience in leading change within a department</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Evidence of commitment to own professional development.</li> <li>• Able to train and support peers</li> <li>• Ability to identify own learning needs.</li> <li>• Evidence of potential to lead and manage an area of the RE curriculum and staff.</li> <li>• Experience of people management</li> <li>• A commitment to continued professional and personal development</li> </ul>	<ul style="list-style-type: none"> <li>• Recent in-service training in leadership and management</li> <li>• Experience of people management</li> <li>• Ability to demonstrate an impact of CPD.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Able to lead on the development of key materials and initiatives</li> <li>• Ability to inspire and motivate staff, students, parents and key-stakeholders to achieve the aims of Catholic Education</li> <li>• Ability to support staff within the faculty to achieve its vision.</li> <li>• Ability to create a compelling vision and secure commitment from team</li> <li>• Experience of working with team of RE staff</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of finance and resource management</li> </ul>
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• High quality teaching skills</li> <li>• Knowledge of a range of successful teaching and learning strategies to meet the needs of all students</li> <li>• Excellent subject knowledge</li> <li>• Experience of Key Stage 4 teaching</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of exam board requirements.</li> <li>• Experience of effective monitoring and evaluation of teaching and learning</li> </ul>
<b>Skills, Qualities and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills.</li> <li>• Excellent organisation skills</li> <li>• Ability to remain positive and enthusiastic when working under pressure</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to organise work, prioritise tasks, make decisions and manage time effectively</li> <li>• Strong commitment to the mission of a Catholic school</li> <li>• Strong commitment to school improvement and raising achievement for all</li> <li>• Ability to build and maintain good relationships</li> </ul>	
<b>References</b>	<ul style="list-style-type: none"> <li>• Positive and supportive faith reference from priest where applicant regularly worships</li> <li>• Positive recommendation in professional references</li> </ul>	

### **Important advice regarding faith references**

As you are aware the person specification for the post to which you are making an application states that you are asked to provide a ‘positive and supportive faith reference from a priest where you regularly worship.’ At a time when priests are often assuming responsibility for larger pastoral areas it is becoming increasingly common for priests not to know parishioners as well as they might have in the past. In the light of this we offer the following advice when seeking faith references.

1. Speak to the priest before completing your application and ask if he agrees to you including him as a referee.
2. Provide him with an outline of - your involvement in parish life e.g., Eucharistic minister, reader, etc. (it may be that currently you are not heavily involved in parish life due to other commitments) - your present post - school, areas of responsibility - the post to which you are applying - name of school, post, etc. By following the above advice, you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible.



# Department Information

The religious education department at Mount St Joseph is strongly committed to ensuring all students develop their ability to achieve their potential in all aspects of the subject. We are also committed to developing the moral compass and social conscience of all students at Mount St Joseph, ensuring they are the outstanding citizens of the future. We work collaboratively and passionately to raise the status of the department whilst striving to be outstanding in every way. We believe that all students have the right to high quality lessons that stimulate a love of, and passion for, religious aspects of life; engaging students with the world surrounding them. We believe in equipping our students with the necessary skills that are essential for a successful life in the future.

Within the department, there are five experienced staff, some who have additional responsibilities for a variety of aspects of school life. The team is essential in helping drive the ethos and Catholic life of the school. The team work effectively in planning and sharing resources so that each teacher: can support their class and understand the progress of each individual student; knows how each lesson fits into the bigger picture; and can ultimately maximise the achievements of all students in our care. All our classrooms are equipped with interactive whiteboards or electronic screens and access to a suite of PCs is also available. As a team we are responsible for leading the school through the Catholic Schools Inspectorate carried out by Salford diocese.

Religious education is taught at key stages three and four to all students and is one of our core subjects. At key stage four, all students are entered for the Edexcel GCSE examinations.

# Application Details

Thank you for taking the time to view the details for the Head of Religious Education position.

If you require any further information about the post, please contact Miss K Pasquill – 01204 391800.

To apply for the position please use the application form attached with the advert.

Please send all completed forms to [pasquillk@msj.bolton.sch.uk](mailto:pasquillk@msj.bolton.sch.uk)

