

B U R Y O L D R O A D, P R E S T W I C H, M A N C H E S T E R M 2 5 1 J H

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**Interim Headteacher: Mrs E Keenan BMus(Hons), MA (QTS), NPQSL**

**St Monica’s R.C. High School**

17th September 2021

Dear Applicant

I am delighted to welcome you to St Monica’s Roman Catholic High School a voluntary academy within St Teresa of Calcutta Roman Catholic Multi Academy Trust. I am pleased that you are interested in applying for the position of Teacher of RE (Maternity Cover) at our school. We have the pleasure of serving the Catholic community of Prestwich and the surrounding area.

The foundation of all our work is the gospel message. Our Mission Statement really does capture what we stand for and the education we aim to provide for all of our students. We are keen to employ staff who are committed to supporting and leading within our Catholic context.

Our school is rapidly improving and this has been recognised by both the Salford Diocese in July 2019 and Ofsted in December 2019. Our 2019 overall progress was also strong and we expect it to continue to move forward. Our vision is to ensure all aspects of our work are exceptional - our Catholic duty is to serve those pupils who come through our doors each and every day. I am convinced of the difference that we can make together over the coming years.

We are now striving to improve our outcomes so that young people leave us with the skills and talents needed to create God’s Kingdom once they have left us. I always challenge the students to excel. If we do our job as we should, a future Prime Minister or world-class surgeon is in our midst. We love and value our students and we do all we can so they can become successful, and I am looking for likeminded professionals to join our team who think and act the same.

If you wish to become part of our community, please return the application form and supporting statement to us by Monday 27th September at 12:00 pm. Should you wish to visit the school prior to submitting an application, this can be arranged by contacting [l.butterworth@stmonicas.co.uk](mailto:l.butterworth@stmonicas.co.uk) I would be delighted to meet you and outline the steps we are going to take to become a school pupils and parents can be proud of.

Once again, thank you for the interest and time you have committed to the application process so far. If you believe you have skills and drive to be exceptional, and are keen to serve the young people of Prestwich and are a teacher who is looking for career defining challenge, you could be just the person we are looking for.

Yours faithfully



Mrs E Keenan

Interim Headteacher

**St Monica’s Roman Catholic High School**





**R.E. Department**



Religious Education is the core of the school curriculum and it addresses both the academic and spiritual needs of the pupils.

The R.E. Department is committed to achieving high standards within the curriculum and in public examinations, as well as being committed to inspiring and encouraging the pupils’ spiritual development, Christian commitment and understanding of their faith within the context of their own life experience.

There are currently six specialist teachers within the department, responsible for the teaching of all year groups and abilities.

At Key stage 3 we follow the Salford Diocesan guidelines, whilstat Key stage four, the majority of pupils are entered for GCSE. At GCSE we follow the Edexcel specification A Religious Studies course, studying Catholic Christianity (50%), Judaism (25%), and Philosophy and Ethics (25%). See the overview below.

In addition to the department’s responsibility for teaching the syllabus, staff within the department are committed to developing the spiritual life of the school and its pupils. We lead liturgical activities throughout the year including Advent and Lent reflections as well as staff reflections and year groups celebrations at Christmas and Easter too. We also have a pupil Caritas Ambassadors group, led by our senior prefects this is a voluntary group of pupils responsible for creating opportunities to live out our motto of prayer and service through worship and charity.

The successful applicant should be committed to the teachings of the Catholic Church and supporting the Catholic life and mission of our school.

Within this position there is a great scope for an enthusiastic and committed teacher who will be expected to make a positive contribution to the department and to play an active role in the religious and extra-curricular activities of the school.

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| **Subject - RE** | | | | | |
|  | Year 7 | Year 8 | Year 9 | Year 10 | Year 11 |
| Half Term 1 | **Trinity through Scripture**   * What is the Bible and why is it important? * What do we know about the Trinity using evidence from the Bible? * How can what we learn influence our beliefs and lives today? | **Church history**   * How did the early Church develop? * What can we learn from our past? | **Judaism**   * What beliefs and teachings do Jewish people have? * What can we learn from Judaism? | **Sources of wisdom and authority**   * What are the different sources of wisdom and authority in the Church and why are they important? * Bible * Interpretation of the Bible * Magisterium * Second Vatican council | **Judaism – Practices**   * How and why do Jewish people practice their faith? * Prayer, shema and Amidah, public worship, ritual and ceremonies, Shabbat, festivals, synagogue. |
| Half Term 2 | **Trinity through Scripture**   * What is the Bible and why is it important? * What do we know about the Trinity using evidence from the Bible? * How can what we learn influence our beliefs and lives today? | **Church and Vocation**   * How has the Church continued to develop? * How does this impact upon us today? | **Judaism**   * What festivals and rites of passage do Jewish people have? * What can we learn from Judaism? | **Sources of wisdom and authority**   * What are the different sources of wisdom and authority in the Church and why are they important? * The Church as the body of Christ * Four marks of the Church * Mary * Personal and ethical decision making | **Philosophy and ethics – existence of God**   * Why do people believe in God and why do some people not believe in God? * Religious experiences – including miracles and visions   Causation – the cosmological argument  Design  Evil and suffering |
| Half Term 3 | **Mass and Places of Worship**   * What do different Christian Churches look like and why? * What happens in the Mass and why is this important to us? | **Prayer**   * How and why do Catholics pray? * How can this affect out lives today? | **Catholic Christianity – Beliefs and teachings**   * What are the essential beliefs of the Church as outlined in the Nicene Creed? * How have these beliefs developed over time? | **Forms of expression and ways of life**   * How does Church architecture reflect belief? * What is the meaning and significance of key features of a Catholic Church? * What is the relevance of sacred objects? * How does religious artwork impact on belief? | **Philosophy and ethics -Religious Teachings on Relationships and Families in the** **21st Century**   * What is the importance and purpose of Marriage? * What is the importance of family? * How does the Church support families? * What does the Church tech about the roles of men and women and why? |
| Half Term 4 | **Our relationship with God**   * What is our journey of faith? * How can the Church support us with this? | **Our wider and global community**   * What ‘big questions’ are we facing today? * What do Catholics and other people think about these questions? * What can we apply to our own lives? | **Beliefs and teachings continued**   * Why do Christians called God ‘father’ * What is the Incarnation, the Paschal mystery? * Why are these beliefs about Jesus so important? * How do beliefs about the paschal mystery impact on beliefs about life after death - Eschatology? | **Forms of expression and ways of life**   * How do statues and sculptures impact on belief? * What is the purpose of religious symbols? * What is the meaning and significance of drama in worship? * What is the importance of music in worship? | **Exam preparation**  Key exam practice and preparation  3 lesson on each of the 8 units of study.  2 lessons will be devoted to content and practice  The final lesson will be given to an assessment and feedback. |
| Half Term 5 | **Christian seasons and pilgrimage**   * Where are places of pilgrimage and how can these impact our faith journey? * What important events happen for Catholics and how do these affect our lives? | **Our wider and global community**   * What ‘big questions’ are we facing today? * What do Catholics and other people think about these questions? * What can we apply to our own lives? | **Practices**   * How and why do Catholics express their faith? * Sacraments * The Mass * Prayer * Funerals | **Judaism – Beliefs and teachings**   * The importance of God as almighty – one, creator, judge and lawgiver. * What is the Shekhinah and why is important? * What is the nature and purpose of the Messiah? * What is the importance of the Covenant at Sinai? | **Exam preparation**  Key exam practice and preparation  3 lesson on each of the 8 units of study.  2 lessons will be devoted to content and practice  The final lesson will be given to an assessment and feedback. |
| Half Term 6 | **Buddhism**   * What do we know and understand about Buddhism? * What can learn from Buddhism? | **Islam**   * What do we know about Islam? * What can learn from Islam? | **Practices continued**   * How and why do Catholics express their faith? * Popular piety * Pilgrimage * Catholic Social teachings * Mission and evangelism | **Judaism – Beliefs and teachings**   * What is the significance of the covenant with Abraham? * What is Pikuach Nefesh ? When should this be applied and why? * What is the nature and importance of the mitzvot? * What do Jewish people believe about life after death and why? | GCSE Exams |



**St Monica’s Roman Catholic High School**

**JOB DESCRIPTION**

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| **Post Title:** | **Teacher of Religious Education (Maternity Cover)** |

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| **Salary Grade:** | Main Pay Scale – Upper Pay Spine |

The appointment is made to the school rather than any individual area and duties may be required outside the usual day-to-day work. All personnel are expected to work flexibly as part of a team of Teaching and Support Staff, commonly bound in the service of the needs of the school and the further development of St. Monica’s as reasonably required under the direction of the Interim Headteacher.

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| **LINE MANAGEMENT:** | Head of Department |

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| **PURPOSE OF POST:** | All classroom teachers both in their role as subject(s) teacher and form tutor will contribute to the curriculum and year teams in supporting the school’s mission statement and achieving its aims. As a professional within a Catholic School you will be expected to enhance the life of the school by delivering and developing high quality teaching and learning, contributing to the work of the teams of teaching and support staff, being reflective about your own practice and effectiveness: sharing with, and learning from the work of others, and constantly seeking ways to improve through innovation and research.  You are expected to conform with, and contribute to, the systems and structures of the school to ensure good order and the health and safety of pupils and students. An agreed system of performance management operates throughout the school and all colleagues are encouraged to further their own skills through continuous professional development. |

**Responsibilities and Duties**

The post holder is expected to undertake the professional duties of a school teacher within the conditions operative at the time of issue of this Job Description together with the more specific duties/responsibilities which are listed below. These should not include or imply any voluntary activities.

**Amendment of Job Description**

The particular duties/responsibilities listed below may be reviewed from time to time at the request of the Interim Headteacher or post holder as circumstances make necessary. They may be amended only after reasonable consultation and the approval of the Governing Body. In the exceptional situation of mutual agreement not being achieved, the individual teacher or Interim Headteacher will have access to an Appeal Committee established by the Governors’ Personnel Committee for the purpose.

The following outline is not intended as a list of tasks, but gives an overall range of duties and responsibilities which reflects the position.

**Professional Requirements and Responsibilities**

1. To respect, support and contribute to the aims, ethos and faith of the school.
2. To promote the spiritual, moral, social and cultural development of pupils and prepare them for the opportunities, responsibilities and experiences of adult life.
3. Adhere to its policies and practices.
4. To contribute to and support the raising of achievement in the school.
5. To have a working knowledge of teachers’ professional duties and legal liabilities.
6. To ensure you have a clear knowledge and understanding of the school policies and procedures, particularly those relating to safeguarding.
7. To contribute to the learning culture within the subject area by identifying, sharing and deploying good and effective practice.
8. To adhere to the school’s procedures to register accurately and codify attendance and absence, and to complete class registers – currently via SIMS - for all groups taught.
9. To adhere to the Teacher’s Standards and adopt a professional, self-reflective and pro-active approach to improving your craft as a teacher
10. Participate fully in Performance Management.
11. Adopt the culture of aspirational target setting which is embedded at St. Monica’s from whole school to individual staff and pupil targets.
12. To reflect on your own practice and contribute to the school and faculty’s self-review / evaluation processes.
13. To undertake the duties of Form Tutor, supporting the Catholic ethos of the school and contributing pro-actively to the PSHE and enrichment curriculum.
14. To attend all meetings within the agreed school structure.
15. To make a positive contribution to the wider life and ethos of the school, including the extra-curricular life of the school.

**Pastoral Care Responsibilities**

1. To contribute to the pastoral care of pupils and students and to support their spiritual, moral, social and cultural development.
2. To pray daily with your form and ensure that your form group fulfils a daily Act of Worship.
3. To participate in the worshipping life of St. Monica’s, as a Catholic School, including supervision of pupils, assistance with and preparation of appropriate acts of worship and the promotion of the contribution which each subject area and school activity makes to the spiritual well-being of the school.
4. To communicate, as appropriate, with parents of students or outside agencies concerned with the welfare of individual students, after consultation with appropriate staff.

**Teaching & Learning**

1. To demonstrate appropriate consistent progress for the majority of pupils, including all vulnerable and ability groups and irrespective of social, ethnic background.
2. To comply with the teaching and learning approaches adopted in the subject/guidance area as directed by the appropriate leader.
3. To make effective use of planning, preparation and assessment time (PPA) to plan lessons thoroughly in advance, to record outcomes and to compare and review the performance of pupils with colleagues as appropriate.
4. To contribute to aspects of Subject Schemes of Work, at KS3 KS4 or KS5.
5. To maintain high levels of behaviour and discipline. To be responsible for the management of your classroom and to provide a stimulating learning environment to increase the learning potential of pupils and students.
6. To incorporate the use of ICT to enhance the delivery of the curriculum.
7. To plan all lessons, differentiating work and materials to meet the educational needs of the pupils’ and students’ different abilities. This includes due recognition to provide challenge to all pupils / students including those on the Gifted and Talented Register and those on the Special Educational Needs Roll.
8. To use the principles of Assessment for Learning to inform lesson planning.
9. To ensure that the development of literacy, numeracy, citizenship and enterprise is included, where appropriate, in lesson planning and delivery.
10. To provide the curriculum leader/ assistant curriculum leader with evidence of planning and assessment of pupil / student work as appropriate.
11. To support the effective use of Learning Support Assistants assigned to work in your lessons.
12. To contribute to the development of the subject area by sharing examples of good and effective practice, reporting back on beneficial professional development received.
13. To work collaboratively with colleagues within and outside your subject area to improve teaching and learning throughout the school.
14. To set regular worthwhile homework tasks to complement classroom learning.
15. To promote adherence to the school’s Positive Behaviour Management system, reinforcing this with all taught classes and tutor groups.
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17. To promote adherence to the school’s Positive Behaviour Management system, reinforcing this with all taught classes and tutor groups.
18. **Assessment Recording Reporting**
19. To adhere to the data / record keeping systems across the school and use appropriate data to inform target setting for individual pupils and students.
20. To ensure work is marked, assessed and recorded appropriately.
21. To attend Parents’ Evenings, produce accurate reports on all pupils / students in the reviewing and reporting to parents, processes, meeting deadlines and setting appropriate targets.
22. To support the Target Setting and Review Day processes, checking and reinforcing targets. To monitor pupil and student progress and identify, encourage and reward success.

To undertake all duties reasonably requested in a manner consistent with the mission and aims of St. Monica’s as a Catholic School.

This general Job Description is not comprehensive and the post holder will be required to undertake such other tasks appropriate to the level of appointment as the Interim Headteacher may reasonably require.

Signed: Post Holder: ……………………………………………….…… Date: ………………………..

Signed: Interim Headteacher: ……………………………………………….……. Date: …………………….….

The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts working in schools are subject to an enhanced DBS check and written references.

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| **PERSON SPECIFICATION**  **St Monica’s Roman Catholic High School**  Z:\HAYLEY\HAYLEY\General\Logos\High definition green st mon cross.bmp  signature_59823661  **Teacher** | | | | |
|  | **SHORT-LISTING CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD** |
| Qualifications | Qualified teacher status | ✓ |  | Letter of Application |
| Good Honours Degree in a relevant subject | 🗸 |  |
| Catholic Certificate of Religious Studies  (completed or undertaking) |  | ✓ |
| CPD | Evidence of appropriate professional development eg, Catholic Leadership Programme |  | ✓ |
| Successfully undertaken appropriate Child Protection training | ✓ |  |
| Experience | An expertise in the subject | ✓ |  | Letter of Application and interview |
| Understanding of strategies for raising student attainment | ✓ |  |
| Evidence of exam success (excluding NQT) | ✓ |  |
| Knowledge/  Skills | Thorough understanding of KS3 and KS4 curriculums. | 🗸 |  | Letter of Application and interview |
| Knowledge and application of a range of teaching and learning strategies | 🗸 |  |
| Good disciplinary standards. | 🗸 |  |
| The ability to inspire and motivate pupils | 🗸 |  |
| High level of inter-personal skills | 🗸 |  |
| Ability to communicate effectively with staff, pupils, parents and support services. | ✓ |  |
| Ability to work in a team | 🗸 |  |
| Good imaginative use of resources, including new technologies | 🗸 |  |
| Sound understanding of the distinctive nature of a Catholic school. | 🗸 |  |
| Understanding of the role of Form Tutor as agent for School Improvement. | 🗸 |  | Interview |
| Knowledge and experience of pastoral care systems. | 🗸 |  |
| Knowledge and experience of disciplinary procedures. | ✓ |  |
| General knowledge of current educational issues. | 🗸 |  |
| Practical Skills | The ability to implement assessment for learning | ✓ |  | Letter of Application and interview |
| Effective time management skills | 🗸 |  |
| Good organisational and administration skills | 🗸 |  |
| The ability to use ICT both to support children’s learning and to communicate and evaluate data. | 🗸 |  |
| Effective behaviour management. | 🗸 |  |
| Personal | Commitment to supporting the full Catholic life of the school | ✓ |  | Letter of Application and interview |
| The desire to constantly evaluate and improve your own practice and learn from others | ✓ |  |
| The ability to be flexible and adaptable have a positive ‘can do’ approach | ✓ |  |
| A sense of humour and to keep things in perspective | ✓ |  |
| Commitment to equality of opportunity | ✓ |  |
| Excellent attendance and punctuality record | ✓ |  |
| Professional dress | ✓ |  |