



St Martha's

Head of Religious Education

Start Date: September 2017

11 – 18 Catholic Independent Girls' School

St Martha's wish to appoint a Head of Religious Education. The successful applicant will be a practicing Roman Catholic as well as an outstanding practitioner who has the vision, energy and drive to contribute to the life of the school and raise standards of achievement.

You will have the opportunity to work within a friendly, supportive and hardworking team of teachers and support staff. Colleagues joining St Martha's are assured of regular support for personal and professional development and a team approach is strongly encouraged.

Closing Date: Monday 20th March, 2017 at 10.00 am

Interviews: Thursday 23rd March, 2017



St Martha's

Job Description

Job Title: Head of Religious Education

Reports to: Director of Studies

Purpose of the job

As an effective member of the staff team, ensure that all the girls at St Martha's School receive a vibrant and relevant education, enabling them to achieve their highest possible standards.

Specific Purpose

The specific role of the Head of Religious Education will be to:

1. Lead the staff to meet the aims and objectives of the curriculum policy
2. Take on all statutory duties as the Head of Faculty
3. Be an exemplary curriculum teacher able to model outstanding differentiated teaching from Key Stage Three to Key Stage Five including Oxbridge preparation
4. To organise trips and activities to enhance the teaching and learning of Religious Education within the school
5. Work closely with the School Chaplain and the Diocese of Westminster in contributing to the Catholic life of the School

Principal Accountabilities

1. The contractual obligations laid on staff, in respect of the denominational character of the school, are that you will have regard to the Roman Catholic character of the school and not do anything in any way detrimental or prejudicial to the interests of the same.
2. Responsibility for promoting and safeguarding the welfare of girls s/he is responsible for, or comes into contact with
3. Delivering and maintaining the effective implementation of school policies, schemes of work and related practice for all subjects but with particular emphasis on literacy and numeracy.
4. To oversee the continued care and welfare of girls within your designated class.
5. To plan, prepare, deliver and assess lessons that enable each individual girl to succeed.
6. To assist in building and maintaining positive relationships between parents, governors, the local community and the school.

7. To oversee the delivery of an effective curriculum throughout the school leading to high expectations and standards.
8. To be aware of health and safety issues and work within the guidelines of the Health and Safety Policy.

Specific Accountabilities

1. Adhere to the range of professional duties as set out in the Teachers' Standards.
2. Liaise with external agencies and ensure recommendations are implemented
3. Monitor, evaluate and report back on the progress of girls
4. Participate in the training of the teaching and non-teaching staff
5. Monitor and evaluate the impact of intervention strategies within the Faculty
6. Work with teachers to design strategies to ensure all girls are stretched and challenged.

The above specific accountabilities are subject to review and amendment as necessary, in accordance with the School's Development Plan.

Generic Responsibilities

1. Responsibilities carried by all teachers in accordance with the staff manual and handbook
2. Contractual expectations regarding support for the school's essential ethos
3. To play a full part in the life of the school community, to support its distinctive mission and ethos and encourage staff and girls to follow this example

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.



St Martha's

Person Specification

Job Title: Head of Religious Education

Reports to: Director of Studies

Essential Criteria:

Practicing Roman Catholic

Job Related Education and Qualifications and Knowledge

- Have reached QTS status and proven experience in secondary teaching at Key Stages 3, 4 and 5

Experience

- to be an exemplary teacher
- be able to demonstrate excellent practice
- own a clearly developed set of strategies for successful classroom management
- an ambitious subject specialist who is keen to participate in their own professional development as well as that of the department

Skills/ Abilities

- commitment to support the ethos of our Catholic school
- show a clear commitment to students learning
- able to demonstrate a commitment to the improvement of teaching and learning
- be adept at using ICT in their professional role
- able to work independently as well as part of a team
- well organised and able to work using their own initiative

Equalities / Safer Recruitment

- to be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the School's Equalities Policy
- demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children and young people