

ASHLYNS SCHOOL



Head of Religious Studies

MPS/UPS plus TLR2a

January 2019



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Welcome

Thank you for your interest in the post of Head of Religious Studies at Ashlyns School.

The information included in this pack will give you an insight into our school and the high aspirations we have for our students.

Ashlyns is a popular and oversubscribed school. We became a full secondary school in September 2013 following the re-organisation of the education provision in Berkhamsted, and now have over 1,200 students. The school has undergone significant refurbishment with continuing improvements in progress as we expanded to eight forms of entry in September 2017. This is an exciting time to join our school and make your impression as we continue to develop and build on our success.



The school was rated 'Good' by Ofsted in May 2018 and is focused on rapid improvement in results with the aspiration to be rated 'Outstanding' at our next inspection.

Ashlyns is a thriving school with a rich heritage. Originally established to provide for the most vulnerable in society, the school continues to emphasise the traditional values of respect, honesty and hard work. These values, combined with high expectations, innovation and creativity, mean that Ashlyns is a school which encourages and helps students to develop and make the most of their abilities and interests.

If you want to provide outstanding learning opportunities for students within a forward-thinking, hard-working school community, we would like to hear from you.

Further information about Ashlyns School and details on the application process can be found in this pack. Additional information can also be found on our school website.

J Shapland
Headteacher

Additional Information



Aspire and Achieve

Ashlyns expanded from an upper school to a full secondary school in September 2013, enabling us to expand our staffing, intake and facilities and offer greater choice to students. As such we are, in effect, a 'new' secondary school with a strong history.

74% of students gained grades 9 to 4 in English and Maths in 2017, with 57% achieving grades 9 to 5 in both subjects. 22% achieved grades 9 to 7 in both subjects.

With our focus on improving standards, we confidently expect even better results this year.

We enjoy high retention rates into the Sixth Form with more than two-thirds of our students choosing to continue their studies at Ashlyns.

Students perform well in our Sixth Form with a high percentage of students each year going onto further education, including Russell Group universities.

Our Core Values

At its heart, Ashlyns has a well-motivated and reflective staff and governing body with a shared purpose, and students who are warm, positive and engaging. The school blends traditional values of respect, trust, honesty and hard work with forward thinking teaching and innovation. Our aim is simply to provide the best opportunities and support for every student to flourish and succeed. The successful candidate will, like the Governors and Headteacher, want and expect the best from, and for, all students.

Ashlyns is a thriving school and we welcome all applications from talented and ambitious professionals who would like to play their part in helping to shape the school's future.



Religious Studies at Ashlyns School

At Ashlyns, Religious Studies is seen as a core subject. This is a strong department which offers students the opportunity to develop a knowledge of world religions at Key Stage 3 whilst focussing on Christianity and Islam for GCSE. We have a strong A level here at Ashlyns and our results have been consistently higher than the national average, with a high level of interest in the A level from students; our staff pride themselves on developing a high-quality learning environment in which students can thrive.

Students are encouraged to have a position of positive and critical enquiry about the diverse views held in the UK and around the world. The syllabus in all key stages allows students to develop their higher level thinking skills and develop their own sense of identity through open and honest discussion.

Students are encouraged to join the debating club and to look at ethical as well as philosophical dilemmas. We also encourage students to attend Philosophy and Ethics conferences and Ashlyns is always strongly represented.



Extra-Curricular Activities

The range of activities on offer is excellent and includes: World Challenge expeditions; Duke of Edinburgh Award Scheme; fantastic music concerts, tours abroad and school shows; a wide range of team games and fixtures; an extensive and broad range of curriculum based visits; a highly successful sports leader programme and numerous charity events.

Magnificent Site

Ashlyns School is located on the edge of the small market town of Berkhamsted in south west Hertfordshire. Our Georgian style listed building is an impressive sight. Built in 1935 as a foundling hospital, it is steeped in history; its very fabric has an ethos of looking after children. Our school has been used as the backdrop in films and TV programmes – most recently in the BBC's 'Call the Midwife'.

Standing in a magnificent 40 acres of green belt land, we have ample space for a variety of sports and space for developing new facilities. We have recently completed phase two of our reconfiguration as a full secondary school with development of our sports hall and state of the art gym, which opened to staff, students and the public in September 2017. Working in partnership with a local community football club, we have established a full-size Astro turf pitch as part of our excellent sports facilities.



Job Description



Post Title	Head of RS
Salary	MPS/UPS
Responsible to	Head of Faculty

The duties outlined in this job description are in addition to those found in the latest School Teachers' Pay and Conditions Document and those described in the standard job description for non-TLR posts.

Expected "standards" to be reached and maintained are clearly defined within the Performance Appraisal (PA) documentation and should be referred to regularly for further clarification and specific detail.

Job descriptions are subject to review and amendment. This job description may be amended at any time following discussion with the Headteacher and is to be reviewed periodically.

Purpose of post:

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the subject area.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Head Teacher of the school.
- To be accountable for leading, managing and developing the subject/curriculum area.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.

MAIN (CORE) DUTIES

OPERATIONAL/STRATEGIC PLANNING

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress.
- To implement School Policies and Procedures.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- To lead and manage the planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area and the aims and objectives of the school.
- To link with staff to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Manager.

CURRICULUM PROVISION

- To liaise with the Head of Faculty and Senior Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation

CURRICULUM DEVELOPMENT

- To lead curriculum development for the whole department including extra-curricular activities.
- 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.
- To liaise with the Head of Faculty and Senior Leadership Team to maintain accreditation with the relevant examination and validating bodies.
- To ensure that the development of Drama is in line with national developments.

STAFFING

- To work with the Head of Faculty and Senior Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- If appropriate, to be responsible for the efficient and effective deployment of the Department's technicians/support staff.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure 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 school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

QUALITY ASSURANCE

- 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 school procedures for lesson observation.
- To implement school quality procedures and to ensure adherence to those within the department.
- To monitor and evaluate the curriculum area/department in line with agreed school 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.

MANAGEMENT INFORMATION

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the department as appropriate.
- To produce reports on examination performance, including the use of value-added data as appropriate.
- In conjunction with the Data Manager, to manage the department's collection of data.
- To provide the Governing Body with relevant information relating to the Department performance and development.

COMMUNICATION

- To ensure that all members of the department are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, Examination Boards, Awarding Bodies and other relevant external bodies.
- To represent the Department's views and interests.

MARKETING AND LIAISON

- To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.

MANAGEMENT OF RESOURCES

- To manage 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.
- To work with the Head of Faculty and Senior Leadership Team in order to ensure that the Department's teaching commitments are effectively and efficiently timetabled and roomed.

PASTORAL SYSTEM

- To monitor and support the overall progress and development of students within the department.
- To 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 school policy.
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.

TEACHING

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

ADDITIONAL DUTIES

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

OTHER SPECIFIC DUTIES

- To continue personal development as agreed.
- To engage actively in the performance review process.
- 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 are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This position will also involve taking on other appropriate roles and duties as and when directed by the Headteacher.

Person Specification



Head of Religious Studies

The Governors are looking for an exceptional teacher to play their part in driving and shaping the future of Ashlyns School.

Our person specification is underpinned by our educational philosophy. This centres around a shared view that a child's starting point should not define their destiny and an understanding of, and belief in, the difference that school can make.

The successful candidate will share a commitment to:

- our core values of respect, trust, honesty and hard work
- high standards of academic achievement for all students
- first class pastoral care, support and guidance
- developing the experiential element of school life to ensure that students leave our school as well-rounded individuals ready to take their place in the world

	Essential	Desirable
Qualifications	QTS	Good Honours Degree Further Professional Qualifications
Experience	<p>At least 3 years teaching experience in a secondary school</p> <p>Evidence of being able to lead, manage and be responsible for initiatives/ developments</p> <p>Evidence of taking responsibility for own professional development</p> <p>Evidence of good teaching skills, leading to consistently high standards of achievement</p> <p>Knowledge of current generic developments in teaching and learning</p> <p>Evidence of working with other professionals as part of a team</p> <p>Experience of using ICT for subject development</p> <p>Successful experience in raising student achievement and adding value</p>	<p>Experience of more than one secondary school</p> <p>Experience of line managing others and conducting performance appraisal reviews and target setting</p> <p>Experience of leading change</p>
Knowledge and Skills	<p>Understanding of the characteristics of high quality teaching and effective learning</p> <p>Understanding of how to use data to inform planning and improve pupils' performance</p> <p>Understanding of a range of assessment for learning approaches, including grades where appropriate</p> <p>Evidence of successfully planning and implementing curriculum developments</p> <p>Evidence of leadership skills</p> <p>Ability to build and work with an</p>	<p>Evidence of being able to develop best practice through wide range of imaginative approaches</p> <p>Evidence of being able to create an excellent climate for learning within teaching area</p> <p>Evidence of being able to engage with developments in teaching and learning strategies to raise achievement</p>

	Essential	Desirable
	<p>effective team</p> <p>Excellent written, verbal and non-verbal communication skills</p> <p>Understanding of key educational issues</p> <p>Ability to work under pressure, meet tight deadlines and pay attention to detail</p> <p>High level of interpersonal skills with the ability to maintain a positive profile with students, staff and parents</p>	
Personal Qualities	<p>Enthusiasm</p> <p>Motivational Skills</p> <p>Team-working skills</p> <p>Reliability and Integrity</p> <p>Personal Organisation</p> <p>Flexibility</p> <p>Reflective and self-evaluative</p> <p>Innovative and creative approach to all aspects of the job role</p>	<p>Proactive involvement in creative and innovative teaching developments</p> <p>Willingness to take on delegated responsibility</p>

Application Guidance

Candidates should be aware that there are 3 components to the application:

1. HCC Job Application form (Teachers in Schools)
2. HCC Person Specification form
3. Covering Letter: this should not exceed 2 sides of A4 (font size no smaller than point 10)

All parts of each section should be completed. CVs will not form part of the application process and should not be submitted.

When nominating referees, please provide a telephone number and email address. One of these must be the Headteacher of your current school, if you are currently employed as a teacher. Please note that if you are short-listed your references will be taken up before the interview day.

If you are appointed, you will be required to complete an online Disclosure and Barring check. All posts in schools are exempt from the Rehabilitation of Offenders Act; this means you must declare all convictions, including those that would generally be regarded as 'spent'.

Further Information

We would be delighted to show you around our school. Please contact Clare Richardson, HR Officer, on 01442 863605 to arrange a visit.

Applications for the post of Head of Religious Studies should be marked 'Application – for the attention of the Headteacher'.

Applications may be posted, delivered by hand or sent electronically to hr@ashlyns.herts.sch.uk (with the subject line: 'Application – for the attention of the Headteacher').



Ashlyns School is committed to safeguarding children and young people. All employees have a responsibility for the safeguarding of children in our school. All post holders are subject to a satisfactory enhanced DBS.