



**POST TITLE: Head of Philosophy, Ethics and Religion
Upper School
Start: September 2021**

The Perse School is looking to appoint an inspiring teacher of Philosophy, Ethics and Religion to lead this successful and popular department. This is a senior middle management position in the School, with responsibility for leadership and management of Philosophy, Ethics and Religion and staff in the department.

The Perse believes that excellent schools need great teaching and support staff, who whilst operating within agreed school policies and to high standards of performance are given encouragement to innovate in pursuit of professional excellence. The result is a vibrant community of staff who spark off one another, share ideas, and come together to help pupils thrive academically, pastorally and in extra-curricular areas. All Perse teachers are expected to contribute to the pastoral and extra-curricular programme alongside their subject teaching. Pupils at The Perse School are ambitious, intelligent and industrious and this is an exciting opportunity to motivate and inspire talented pupils and staff alike in a fast-paced working environment.

Public exam results regularly place The Perse in the top 20 schools nationally and in a typical year more than 40 pupils will receive Oxbridge offers. The Perse is proud of its academic achievements, but also recognises the importance of pastoral care and a vibrant programme of extra-curricular activities in developing happy, well rounded and successful young people. Our values shape what we do and how we do it. They are: valuing one another and our environment, intellectual curiosity and scholarship, endeavour, breadth and balance.

Full details about the School, its locality, teacher benefits and current teaching staff profiles can be viewed and downloaded from the school website: <http://www.perse.co.uk/job-vacancies/>

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Department

Philosophy, Ethics and Religion is a supportive, popular and ambitious department which is currently led by Emma Rothwell. Emma has recently been appointed to the role of Senior Tutor, alongside her Chaplaincy role after 4 years of very successful leadership of the department. The successful candidate will have a genuine enthusiasm for the subject and be well placed to generate and sustain a high degree of motivation in all pupils, who are mainly of a high ability. The department aspires to develop critical and engaged learners, who can relate to a wide variety of perspectives. It is important that the new Head of Department can teach and lead in a way that nurtures and includes diversity of opinion and experience.

Philosophy, Ethics and Religion is taught throughout the school, and is compulsory for all pupils in years 7 to 9. These years undertake in-house courses focusing on key themes in religion, religious pluralism, ethics and philosophy, respectively. In year 10 pupils follow AQA GCSE Religious Studies. In 2020, 95% of the grades awarded to pupils were 8 and 9 grades. At A level the department offers AQA Philosophy A-level and AQA Religious Studies A-level. In 2020, 91% of the grades awarded to pupils were A and B grades in A level Religious Studies and in Pre U Philosophy, 80% of the grades awarded to pupils were D1,

D2 and D3. The department has recently moved to AQA Philosophy A level to replace the Pre U course which is being discontinued.

Significant numbers of pupils go on to read Philosophy, Theology and Religious Studies and related disciplines at University with a healthy proportion at Oxbridge. Candidates well-qualified to teach philosophy to sixth-formers and on to Oxbridge level are particularly encouraged to apply. The successful applicant will have the ability to inspire staff and students in their love of philosophy, ethics and religion and nurture continued growth in the department.

Accountability

The Head of Philosophy, Ethics and Religion is ultimately accountable to the Head through the Senior Deputy Head. The following responsibilities shall be deemed to be included in the professional duties which the post holder may be required to perform:

Management and Leadership

- To shape the profile, vision and longer term strategic planning of the department.
- To continuously review the effectiveness of the provision — assessing strengths, areas for development, resources and implementation of policies.
- Responsibility for the line management and professional development of the department staff.
- Liaising with external agencies and individuals e.g. INSET, curriculum development, Awarding Bodies, representation of the Department's interests and activities at meetings and via the Communications department.

Teaching and Learning

Overseeing all aspects of the teaching and development of their academic subject(s), including:

- Schemes of learning, departmental handbook and assessment of pupils.
- Ensuring the departmental resources are well organised and available to staff.
- Leading and coordinating the departmental extra-curricular provision, for example: extension clubs and societies, competitions, trips and visits.
- Ensuring a frequently changed vibrant montage of student work, articles, posters etc. in the rooms and defined corridors and communal spaces of the department.

Staff

Line management of all members of their department, including:

- Ensuring an effective team culture and setting an example of professional standards of behaviour.
- Assisting with the recruitment of new teaching staff.
- The departmental induction of NQT's and other new members of staff, and supporting and monitoring their probationary period.
- Ensuring continuing professional development and contributing to staff appraisals.
- Providing feedback on effective, efficient and stimulating teaching styles to maximise progress by all pupils whilst allowing for creativity and individuality of teachers.
- Guiding and supporting staff to ensure their effective performance and wellbeing.
- Holding regular formal departmental meetings, with an agenda and summarising minutes, as well as frequent informal discussion.
- Informing staff of relevant school policies and procedures.
- Allocation of staff to teaching groups and where appropriate subject setting.

Professional Development

- Keeping up to date with developments in their subject area, and promoting their subject, for example: trips, lectures and visiting speakers.
- Disseminating all information from Heads of Department and other meetings, for example: exam board and subject organisations.
- Effective liaison with the relevant subject leader at the Perse Prep school.
- Marketing the department effectively (with support from the Communications department).

Examinations

- Selecting appropriate examination qualifications to follow in line with school policy and the needs of our pupils.
- Providing accurate and prompt information to the Exams Office about the external examinations and predicted grades.
- Where appropriate ensuring that appropriate arrangements for coursework/controlled assessment are in place, including where appropriate task setting, marking, internal moderation and despatch of samples and documentation to external moderators.
- Submitting assessment data for pupil tracking systems.
- Organising mock exams, end-of-year exams and where appropriate scholarship and entrance exams (including setting and marking scholarship papers).

University Entrance

- Providing individual focused advice to students on relevant university courses.
- Organisation of additional classes for subject based university additional tests and subject based practice interviews for candidates who will receive university interviews.
- Provision of advice on task and marking of submitted work where required for university entrance.

Administration

- Ensuring that all relevant Health and Safety measures are in place and adhered to in the department.
- Responsible to the Bursar for drawing up and administering a departmental budget and ensuring effective expenditure.
- Utilising administrative support from the School Office team as needed, via the School Office Manager.

Responsibilities as a Teacher

Curriculum

- Teaching throughout the school in a manner appropriate to students' ages and abilities.
- Assessing and recording students' progress in accordance with departmental and school policies.
- Developing and sharing teaching and learning resources;
- Monitoring the work and progress of pupils, including those with specific learning needs.
- Maintaining professional skills through INSET and our Professional Development programme.
- Being proactive in exploring innovative ways of delivering ICT through the curriculum;
- Producing displays to create an attractive learning environment.

Extra-curricular

- Contributing to the extra-curricular life of the school through Games, the Enrichment Programme or other appropriate commitment.

Pastoral

- Taking part in the pastoral life of the school as a form tutor.
- Contributing to the PSHE programme, if appropriate.

Safeguarding

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Review

- The job specification will be reviewed biennially as part of the professional development cycle. Any changes may only be made by agreement with the Head of Department and Senior Deputy Head.

PERSON SPECIFICATION

Qualifications

- High Class Honours Degree in Philosophy, Ethics and Religion or related subject.
- PCGE desirable but by no means essential.

Skills and Experience

- The capacity to inspire pupils of all abilities and enhance pupil learning.
- Proven communication and interpersonal skills.
- High level of literacy, attention to detail and ability to use initiative.
- High order administrative skills, effectively manages commitments and deadlines.
- ICT competence and willingness to learn and use new technologies.

Personal competencies and qualities

- An outstanding, reflective teacher with a genuine passion for the subject.
- Demonstrates high standards of behaviour and is able to model the School values (intellectual curiosity and scholarship, endeavour, breadth and balance, and valuing one another and the environment).
- Proven communication and interpersonal skills.
- High level of literacy, attention to detail and ability to use initiative.
- High order administrative skills, effectively managing commitments and deadlines.
- Respects and values the different experiences, ideas and backgrounds others can bring to work and to teams.
- Emotional resilience to cope with and learn from challenging situations.

Timetable

The School operates to a ten-day timetable cycle, consisting of 80 periods. Most members of staff teach about 58 periods per cycle including games and enrichment sessions. Most members of staff teach about 58 periods per cycle including games and enrichment sessions, although this year we are operating an adjusted five-day timetable cycle with a pro-rata allocations/remissions. The Head of Philosophy, Ethics and Religion receives timetable remission for the role.

Salary

Full details about the School, its locality, salary, teacher benefits and staff profiles can be viewed at the school website: <http://www.perse.co.uk/job-vacancies/>. The Head of Philosophy, Ethics and Religion receives additional Responsibility Allowances for the role, as well as the Upper and Form Tutor Allowances and timetable remission.

Applicants without formal teaching qualifications or experience

Applicants without formal teaching qualifications will be considered for this position. However, we would expect the successful applicant to have relevant experience and skills to lead a successful department.

2019 ISI Inspection Report

The Pelican, Prep and Upper were inspected during the spring of 2019. The inspection report can be viewed at <http://www.perse.co.uk/about-us/our-approach/inspection-reports/>

Applications

Applications are to be made using the School's online application form, available from the School website <http://www.perse.co.uk/job-vacancies/>

Any queries regarding the application process should be directed to the HR Co-ordinator at recruitment@perse.co.uk.

Safer Recruitment

The Perse School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

Recruitment Policy

The School's Recruitment, Selection and Disclosure Policy and Procedure is available for your information on the School website.

Interviews

The closing date for applications is **Thursday 25th February** at midday, but applications will be considered as they are received; The Perse School reserves the right to make an appointment before the closing date. Interviews will be scheduled for **Wednesday 3rd March**. Interviews will be online and candidates may be asked to teach part of an online lesson.

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