

Head of Department - RE

Start date 01 September 2019

Application deadline:

Friday 22 March 2019 at midday

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will carry out a Disclosure Check by the Criminal Records Bureau before making an appointment.



Headteacher: Miss Kerry Oakley The Warwick School,

Noke Drive, Redhill, Surrey, RH1 4AD

Tel: 01737 378444 (HR) Fax: 01737 770007

Website: [www.warwick.surrey.sch.uk](http://www.warwick.surrey.sch.uk/)

**Head of Religious Education**

**01 September 2019**

# UPS/TMS, TLR2M + London Fringe Allowance

An exciting opportunity has arisen for a skilled, enthusiastic and ambitious teacher to lead our dynamic and committed RE Department from September 2019. The successful candidate will work within this supportive environment to contribute to the success of our students and the development of the curriculum area up to Key stage 4.

The Warwick School is a vibrant 11 to 16 school, serving the Redhill area; judged by Ofsted to be ’Good’ with Outstanding Behaviour and Safeguarding. We have excellent transport links being equally located between London and Brighton; Redhill mainline station is 5 minutes’ walk away and we are close to the M25/M23 motorways.

The school is a member of the South East Surrey Schools Education Trust which is a partnership of The Ashcombe, Therfield and The Warwick Schools; each being successful, inclusive schools committed to work in collaboration for the benefit of their distinctive communities and those children and young people whom they serve. The school offers outstanding continuing professional development for its staff and the Trust will offer a range of opportunities for the right candidate to develop their practice and demonstrate their potential for promotion.

The Warwick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

Visits to the school are welcome – please contact the HR officer 01737 378444 or visit the school website [www.warwick.surrey.sch.uk](http://www.warwick.surrey.sch.uk/) for further details.

**Closing Date for Applications: Friday 22 March 2019 at midday.**

**Please note that this vacancy will close should a suitable candidate be appointed.**

Therfield School, The Ashcombe School and The Warwick School have formed, and are part of, South East Surrey Schools Educational Trust (SESSET), a charitable company limited by guarantee and registered in England and Wales with company number 10479401. The registered address is The Ashcombe School, Ashcombe Road, Dorking Surrey, RH4 1LY

# General Information for Applicants

## The School

The Warwick School is a vibrant 11-16 school serving the Redhill area, judged Good with Outstanding Behaviour and Safety in its Ofsted inspection of February 2013. The school works in closely with the Ashcombe School, Dorking and Therfield School, Leatherhead; our partners in the South East Surrey Educations Trust

Currently we have approximately 900 students on roll. Some 98% of our students progress to Further Education or Training, in particular to Reigate College and East Surrey College in Redhill, with which we have very close links. We are proud of our school’s strong links with the local community and employers which assist us in fully serving the needs of all the young people who live in the Redhill area.

Continuing Professional Development lies at the heart of our people first values in relation to staff, and we are proud that many colleagues have been promoted as a consequence.

## Location

The School is situated at the end of a quiet cul-de-sac on a green site within 4 minutes’ walk of Redhill town centre and rail and bus stations. The M25 and M23 are only a few minutes’ drive away and rail links to London, the South Coast and Gatwick Airport are excellent.

## Accommodation

Our current facilities are very good and our buildings are well maintained; although we look forward to our new £13.5 million rebuild scheduled for completion by 2021. Each sector has its own dedicated suite of rooms and an office. The ICT network provides fast, school-wide access to the internet via broadband and a ratio of 1 computer to 3 students. All students and staff have their own e-mail address and area on the network accessible from home. All teachers are provided with a laptop and most departments have their own cluster of computers (desktops or laptops) and interactive whiteboards. We also have bookable ICT rooms for whole class teaching and a cluster of computers in the library. Our duty of care extends to a robust CCTV system that constantly monitors our site.

Our school grounds include playing fields, a floodlit all-weather sports pitch, tennis/netball courts and an ecology area. In keeping with Surrey County Council policy, the School is a no smoking site.

## Our students

The Warwick serves the main towns of Redhill, Merstham and Reigate and the surrounding villages as well as students who choose to travel from further afield. Close relationships with our main feeder primary schools are well established. We are a truly comprehensive school in terms of ability, social, additional and educational needs, as well as our religious and cultural mix.

The student voice is a key feature in the life of our school and we encourage our students to take responsibilities in school. Representatives are elected to vigorous Year and School Councils, which meet each half term to discuss issues based on a student-initiated agenda. Prefects, Head Boy and Head Girl are appointed towards the end of Year 10 to offer service to the School including supervision duties and mentoring Year 7 students. The student body runs its own Community Action team, which liaises with the local community and arranges events to benefit local, national and international Charities in association with our student run Rotary Interact Club. Other students help to maintain our ICT facilities, our library and serve as Captains to various subject departments and Clubs.

## Curriculum and Organisation

At KS3 all students study the National Curriculum. Students are grouped for learning in most subjects.

At KS4 students study a core consisting of English Language, English Literature, Mathematics, Science, ICT, PE and Philosophy and Ethics. They are encouraged to take an English Baccalaureate subject as at least one of their four option choices. Our close relationships with local colleges enable us to offer a range of vocational qualifications. In addition, we run a small near to site programme for students for whom the traditional school or college route is not appropriate.

All subjects are expected to differentiate learning to meet the needs of the whole ability range and to provide extension activities for the gifted and talented. Additionally, the Learning Support Faculty provides excellent inclass support for students with a range of additional educational needs. Teachers are provided with detailed information on prior attainment, target grades, gifted and talented students, the Pupil Premium, English as an Additional Language and SEN requirements. We are rigorous in applying our Assessment for Learning policy to ensure that all students make progress, which is at least in line with expectation.

Students’ welfare and educational progress are supervised by Form Tutors who each have a mixed ability group of about 28 students. Tutors and the Head of Year remain with the students as they progress through the school. We have a dedicated Support Centre to support the development of identified and selected students.

## Extra-Curricular Activities

We offer an extensive range of extra-curricular activities, including sports teams, drama productions, concerts, foreign exchanges, overseas trips, Duke of Edinburgh Awards Scheme and public speaking. Any teacher wishing to offer a new activity will be well supported.

## The Staff

The School working environment is stimulating and very busy but we do try to ensure there is opportunity for staff to meet together regularly; we hold briefings three times a week and a weekly top up teaching session to share ideas. Teams meet after school on a scheduled basis. There are opportunities for staff to be part of trips, Duke of Edinburgh expeditions, form quiz teams, join the yoga class and socialise as well. We are also members of the Schools Advisory Service (SAS) who offer a range of free services to staff to support their well-being, including physiotherapy, lifestyle screening and counselling. [www.schooladvice.co.uk](http://www.schooladvice.co.uk/)

We seek to appoint hard working and self-motivated people, who strive for excellence and who are personable and flexible. In short, we want people who are passionate about improving life chances of our students ‘Every Lesson; Every Day’

Successful applicants for posts at The Warwick School will join a friendly, cohesive and supportive team, dedicated to providing a quality education for the young people in our care.



## Department Information

The Warwick has a successful RE Department, consisting of 3 teaching staff, within the Faculty of Humanities; incorporating, Geography History, Religious Studies and Modern Foreign Languages. The Faculty as a whole comprises of 11 staff, all of whom are subject specialists. Our stable, well qualified and enthusiastic team has enabled us to create a positive learning environment where staff and students are well able to meet the challenges of changes at both KS3 and KS4. Experience within our friendly department is diverse and our staff are committed to fostering a supportive and collegiate atmosphere. The department prides itself on delivering stimulating and wide-ranging courses, from which all students can benefit. Candidates may be expected to teach different subjects within the Humanities Faculty.

The department is housed in ten subject-specific rooms, with two communal offices and a resource area. All classrooms have interactive whiteboards. Staff are encouraged to share resources and best practice.

At Key Stage 3 students follow the Surrey SACRE and study six different religions. They focus not only on what can be learned about different religions, but also what can be learned from them. They have 3 lessons per fortnight. At KS4 the students complete their GCSE over three years. This is a compulsory GCSE for all students. The specification studied is the WJEC, completing components on Philosophy and ethics such as relationships and good and evil. Followed by other papers on Christianity and Islam. This is an established GCSE at the school.



## Job Profile

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| POST TITLE | Head of Religious Education |
| LINE MANAGER | Head of Humanities Faculty |

JOB PURPOSE In addition to your general teaching duties, you are expected to

lead the work of colleagues and policy in Religious Education in order to promote the effective teaching and learning of pupils.

KEY ACCOUNTABILITIES & TASKS

1. Strategic Development

* 1. To create a subject development plan which contributes positively to the achievement of the school improvement plan, involving subject teachers in its design and execution.

* 1. To assist the designated team leader/SLT member in the annual review of the standards of leadership, teaching and learning in the subject area.

* 1. To develop and implement policies and practices for the subject, which reflect the school’s commitment to high achievement through effective teaching and learning.

* 1. To analyse and interpret national and local data effectively to inform policies, practices and appropriate targets for improvement, and to identify pupils who are underachieving in the subject, where necessary creating and implementing effective plans of action to support those pupils.

* 1. To promote an understanding of the role of the subject in contributing to pupils’ overall development and preparing them for the opportunities and responsibilities of adult life.

* 1. To monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.

1. Teaching and Learning

* 1. To work with subject teachers to secure and sustain high quality teaching of the subject, evaluate the

quality of teaching and standards of pupils’ achievements and set appropriate targets for improvement.

* 1. To ensure appropriate curriculum coverage, continuity and progression in the subject for all pupils, providing guidance on appropriate teaching and learning methods to meet the needs of different pupils.

* 1. To seek opportunities within the curriculum to develop pupils’ literacy, numeracy and ICT skills.

* 1. To implement clear policies and practices for assessing, recording and reporting on pupil achievement and to ensure that this information is used effectively by teachers to evaluate pupil progress and secure improvements.

* 1. To engage all subject staff in the creation, consistent implementation and improvement of schemes of work which encapsulate key school learning strategies.

* 1. To evaluate the teaching of the subject in the school, using this analysis to identify effective practice and areas for improvement to improve further the quality of teaching.

* 1. To develop effective links with the local community, including business and industry, in order to extend

the subject curriculum, enhance teaching and to develop pupils’ wider understanding.

1. Leading and Managing Staff

* 1. To appraise staff, as required by the school’s appraisal policy, and ensure that appropriate objectives are set, bearing in mind the teachers’ career stage, the school improvement plan and the needs of the subject and pupils.

* 1. To provide regular feedback for subject staff as part of day-to-day performance management, recognising good practice and supporting progress against appraisal objectives.

* 1. To lead the professional development of subject staff by auditing training needs, providing mentoring and support and coordinating high quality professional development through a range of mechanisms.

* 1. To establish clear expectations and constructive working relationships amongst staff involved with the subject, encouraging team working and mutual support.

* 1. To work with the SENCO and any other staff with SEN expertise to ensure that the needs of pupils with special educational needs are appropriately responded to.

* 1. To liaise with the headteacher, senior managers and governors to ensure that they are well informed about subject development plans, priorities, targets and progress.

1. Effective Deployment of Staff and Resources

* 1. To delegate tasks and responsibilities to other staff involved in the subject to ensure the best use of subject knowledge, technical or other expertise.

* 1. To advise the headteacher and senior managers of expenditure priorities for staffing and resources, allocating resources effectively and within agreed parameters.

* 1. To ensure the effective organisation and management of learning resources, including ICT.

* 1. To oversee the effective use of accommodation to create a stimulating environment for teaching and learning.

* 1. To ensure that staff and pupils are working in a safe environment, in which risks are properly assessed and any concerns raised with the appropriate senior manager.

Person Specification: Class Teacher

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|  | **Selection Criteria** | **Assessment Method** |
| **Qualifications** | Essential:   * Qualified Teacher Status * Evidence of further professional development   Desirable:   * Post Graduate Qualification | Application form  Certificates |
| **Experience** | Essential:   * Successful teaching and curriculum experience * Recent experience of teaching within KS3 and KS4 | Written statement  Lesson observation  Interview |
| **Professional Knowledge and Understanding** | Essential:   * Sound understanding of RE Curriculum. Knowledge of best practice and procedures for safeguarding children and young people * Other key areas for the school/phase, early years, extended services etc. | Written statement  Lesson observation  Interview |
| **Professional Qualities** | Essential:   * Committed to the development and maintenance of good relationships with staff, parents, students, governors and the community. * Committed to the continuing professional development of self and others within the school. * Demonstrates flexibility appropriate to circumstances * Communicates enthusiasm and energy. | Interview  Group exercise  Presentation |
| **Skills and Aptitudes** | Essential:   * Able to plan and organise effectively * Well developed oral and written communication skills * Communicates at a level and in a manner appropriate to the situation | Application form  Written statement  Interview  In-tray exercise  Group exercise |

## How to Apply

We hope that you would like to apply; please complete our application form for teaching posts on the vacancy page and send it to us with a supporting statement explaining what attracts you to the post and details the skills and experience you would bring to it.

Your completed application can be emailed to Karen Ehren HR Officer: ehr@warwick.surrey.sch.uk

or post to:

Mrs Karen Ehren

HR Officer

The Warwick School

Noke Drive

Redhill

Surrey

RH1 4AD

If you would like any further information please telephone Karen Ehren on 01737 378444 or email ehr@warwick.surrey.sch.uk

The deadline for receipt of completed applications is Friday 22 March 2019 at midday.

Please note that this vacancy will close should a suitable candidate be appointed.