



**ST PATRICK'S**  
— Roman Catholic High School —



**THE ST PATRICK'S CENTRE**  
— of Educational Excellence —

*Amazing things happen here*

## **Job Application pack**

# **Head of Religious Education**



*Helping every child to be the very best version of themselves*

Headteacher: Mrs A Byrne



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# WELCOME

## FROM THE HEADTEACHER

Thank you for taking the time to consider applying for the post of Head of Religious Education.

At St Patrick's, it is our mission to ensure that children experience a truly great Catholic education that enables them to flourish academically and shine personally, preparing them for a happy and successful adult life. We are committed to helping every child become the very best version of themselves.

Our school motto is 'amazing things happen here' and you only have to spend five minutes in our school to realise that this is absolutely true. We have a strong and dedicated team of professionals who challenge and support students to achieve amazing things and they work hard to create an environment, built on mutual respect, whereby students rise to the challenges set for them. Our strength comes from our drive for excellence in all that we do and our consistent and persistent approach.

We are committed to providing an inclusive workplace where staff feel valued and trusted, and where collaborative working is at the heart of everything we do. We also recognise the importance of supporting our staff to continuously develop in order for them to achieve their own professional career goals.

If you meet the role criteria, are an excellent practitioner and believe that a great education can transform a child's life and future, we would love to hear from you!

Mrs Alison Byrne  
Headteacher



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## Why St Patrick's?

### Our People Values

Our core people values are at the heart of every decision that we make as an employer. Our aims are:

- To fulfil our Catholic mission, to ensure our children and staff **live life to the full**
- To **attract, recruit, develop and retain** high performing staff, to ensure that we allow pupils to become the best version of themselves.
- To provide a workplace where staff feel **valued and trusted**.
- To develop and support the growth of **leadership and management**.
- To promote a culture focused on **diversity, inclusivity and wellbeing** by creating a healthy work environment to enable staff to perform at their best.
- To provide **strong and consistent HR services** for all staff, across all school areas.
- To serve the wider education system and **provide opportunities** for our staff to lead across other schools

### Our Benefits

We have a range of employee benefits available to all our staff. We are always looking at ways in which we can improve our offering to ensure the benefits are valued by our staff.

#### CPD

We have a strong focus on CPD for our employees, ensuring that learning and development opportunities are offered throughout the academic year. This includes exciting career opportunities to work across other schools.

#### Pension

An employee earning more than £10,000 and who is more than 22 years of age will automatically be enrolled into one of our workplace pension schemes with excellent employer contributions.

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#### Family Leave

Enhanced family leave is available to support our staff with family commitments and emergencies.

#### Flexible working

Where possible, we support staff with the ability to work flexibly and recognise the need to work/life balance.

#### Subsidised Gym Membership

Via our payroll provider, Salford City Council, we are able to offer discount on Salford Council run leisure facilities.

#### Wellbeing strategy

We are focused on bringing staff wellbeing to the forefront of our people agenda. With an annual wellbeing calendar place, we run events throughout the year to celebrate staff and our school.

We also have an independent Employee Assistance Programme and Occupational health provider in place to support staff with any wellbeing needs.

We are always looking for ways to improve our offering and staff feedback is at the heart of this.

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**Job Title:** Head of Department - Religious Education

**Contract Details:** Permanent / Full-time

**Salary/Grade:** MPS/UPS TLR1

**Start date:** 1<sup>st</sup> May 2025 (or sooner if possible)

## Job Summary

The Governors of St Patrick's RC High School are seeking to appoint an innovative and dynamic Catholic Head of RE to join our wonderful school. **It is a requirement of this key role that the postholder is a practicing Catholic.**

If you are looking for your next challenge, this is an exciting opportunity to develop your leadership skills and contribute to the development of an outstanding department that is passionate about providing the highest quality religious, theological, philosophical and ethical education to young people.

### Purpose of the role

To lead and manage curriculum, teaching and learning, attainment and staff development in the RE department. Teaching at St Patrick's is a hugely stimulating and rewarding experience. All teachers are expected to participate fully both in the life of their academic department and the wider life of the School, including providing an extra-curricular activity and furthering their professional development.

To arrange an informal visit, please contact **Cathryn Taylor, HR Assistant**, on **0161 921 2340** or by email at [cathryn.taylor@salford.gov.uk](mailto:cathryn.taylor@salford.gov.uk).

**Closing date for applications: 6<sup>th</sup> December 2024 at 12 noon.**

**Interviews will be held on 12<sup>th</sup> December 2024.**

Application packs can be downloaded from the school website [www.stpatricksrchigh.co.uk](http://www.stpatricksrchigh.co.uk).

Completed applications and supporting documentation should then be submitted by email to [cathryn.taylor@salford.gov.uk](mailto:cathryn.taylor@salford.gov.uk).

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.

The successful applicant will be required to complete an enhanced DBS check.

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## Job Description

*A beacon of Catholic excellence*

*St Patrick's is a school which provides a Catholic education for the twenty-first century. Every member of our community is treated as a child of God, created with dignity and designed with a purpose.*

*The curriculum at St. Patrick's will enable our pupils to discover...*

- *Who they are*
- *Why they are here*
- *Where they are going*

*...in the light of the Gospel Values of Jesus Christ and the principles of Catholic Social Teaching, as expressed in our mission statement.*

### **MAIN PURPOSE OF THE JOB**

Teaching at St Patrick's is a hugely stimulating and rewarding experience. All teachers are expected to participate fully both in the life of their academic department and the wider life of the school, including providing an extra-curricular activity and furthering their professional development. The successful candidate will be expected:

- To take an active role in leading the Catholic identity, mission and charism of the school.
- To support the leadership of the values, aims, objectives and priorities of the school.
- To provide strong and professional leadership and management for the RE department.
- To provide a high-quality educational experience for all students to raise the levels of attainment, progress and holistic achievement.
- To support the SLT member appointed to lead the Catholic life of school.
- To organise prayer, liturgy, collective worship and spiritual enrichment in conjunction with the person(s) in charge of chaplaincy in the school.

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- Develop and ensure implementation of a whole-school policy for RE in line with the aims and policies of the school, the Diocese and the Catholic Education Service (CES).
- Use Diocesan, national, local and school management data effectively to monitor standards of achievement across the school in RE.

## **RESPONSIBILITIES AND DUTIES:**

### **TEACHING**

- Following the requirements of the CES Religious Education Directory at Key Stage 3 and examination board at Key Stage 4.
- Planning and preparing an appropriate programme of study and learning resources in accordance with departmental and school policy.
- Teaching, according to their educational needs, the pupils assigned including the setting and marking of pupils' work.
- Promoting the progress and academic development of pupils, adapting for ability where appropriate.
- Assessing, recording and reporting on the development, progress and attainment of pupils according to the normal practice of the school.
- Preparing pupils for and participating as appropriate in the school's arrangements for pupils taking public examinations.

### **OTHER ACTIVITIES**

- The Catholic nature of the school is central to our success and all members of staff are required to support and participate in the Catholic identity and mission of the school.
- Acting as a Form Tutor as required and fostering the general progress and well-being of individual pupils of any class or group of pupils assigned.
- Taking an interest in the personal and social needs of pupils, and communicating as appropriate with the relevant Form Tutor or Head of Year.

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- Playing a full role in the wider life of the school, contributing actively to the co-curricular programme.
- Providing guidance and advice to pupils on educational and social matters and making relevant records and reports.
- Making records of and reports on the personal and social needs of pupils.
- Communicating and consulting with the parents of pupils as necessary and attending all parents' evenings and official functions.
- Providing or contributing to oral and written assessments, reports and references relating to individual pupils or groups of pupils.
- Supporting pupils as appropriate at major school events and in other activities, e.g. plays, concerts, matches, etc.
- Monitoring and ordering books, supplies or other materials required for relevant subject or department.
- Managing a departmental budget with financial astuteness.

#### **CURRICULUM DEVELOPMENT**

- Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment.

#### **DISCIPLINE AND WELLBEING**

- Maintaining good order and promoting self-discipline among pupils and taking reasonable care for their safety and wellbeing, whether they are engaged in school activities on or off the school property.
- Undertaking supervisory duties as required.
- Actively implementing the school's policies on rewards and sanctions.

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## **STAFF MEETINGS**

- Attending staff meetings and training which relate to the school curriculum or to the administration or organisation of the school, including pastoral arrangements. Such meetings shall normally be held at the school and be of reasonable duration.

## **ADMINISTRATION**

- Taking responsibility for the maintenance of accurate registers of pupils' attendance.
- Taking a reasonable share of the supervision of pupils on the school premises whether before, during or after school sessions.
- Taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Participating, as required, in administrative tasks related to the curriculum, pastoral and organisational tasks of the school.
- Attending all assemblies.
- Exercising reasonable care for the classroom and other teaching areas within the department and all the equipment therein, which may include auditing and visually checking equipment.
- Contributing, where appropriate, to the professional development of other teachers, including performance development (appraisal) within the department.
- Setting high personal and professional standards at all times.

## **FLEXIBILITY**

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Headteacher. The particular duties / responsibilities listed here may be reviewed from time to time at the request of the Headteacher or post holder as circumstances make necessary.

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## Person Specification

**Candidates must aim to show how they meet the following requirements within their application form and/or at interview.**

<b>1. Experience, Qualifications and Training</b>		
1.1	Qualified Teacher Status, specialising in Religious Education.	Application Form
1.2	A bachelor's degree in a related/relevant discipline, such as Theology or Philosophy.	Application Form
1.3	Practicing Catholic.	Application Form/Faith Reference
1.4	Experience of leading, managing or coaching staff.	Application Form/Interview
1.5	A proven record of strong outcomes for students through quality first teaching and intervention.	Application Form/Interview
1.6	Experience of contributing to developing and/or implementing whole school policies.	Application Form/Interview
1.7	Experience of teaching a wide range of pupils with varying levels of abilities and needs at both KS3 and KS4.	Application Form/Interview
1.8	The ability to promote the social, moral, spiritual and cultural development of students through teaching and learning.	Application Form/Interview
1.9	Excellent subject knowledge, with consideration given to the curriculum we deliver as a Catholic school.	Application Form/Interview
1.10	An understanding of Gospel Values and British Values, and the ability to promote these through the curriculum.	Application Form/Interview

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1.11	Experience of effective curriculum planning and design.	Application Form/Interview
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<b>2. Skills, Competency and Knowledge</b>		
2.1	Knowledge and understanding of the Religious Education Directory (RED) and GCSE specifications.	Application Form/Interview
2.2	Understanding of monitoring, review and evaluation to inform strategic planning and development.	Application Form/Interview
2.3	Knowledge and understanding of intervention strategies that have a positive impact on student progress and raise standards.	Application Form/Interview
2.4	Awareness and understanding of narrowing the 'achievement gap'.	Application Form/Interview
2.5	Excellent interpersonal and communication skills.	Application Form/Interview
2.6	Good level of personal organisation skills.	Application Form/Interview
2.7	Ability to facilitate and deliver training sessions to staff.	Application Form/Interview
2.8	Understanding of emotional intelligence and motivational skills in team leadership and development.	Application Form/Interview

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2.9	<b>Valuing Diversity</b> - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.	Application Form/Interview
2.10	<b>Developing Self and Others</b> - Ability to question and request appropriate training and development that links to the post, to seek opportunities that add to skills and knowledge and to respond positively to opportunities that arise. To support others' learning and share learning with others.	Application Form/Interview
2.11	<b>Health and Safety</b> - The ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk.	Interview
2.12	<b>Confidentiality</b> - To acknowledge the need to maintain confidentiality at all times and to become aware of the National, Council and school/setting policies on Confidentiality, and the management and sharing of information.	Interview

<b>3. Personal Qualities</b>		
3.1	Clear dedication to teaching as a career and a belief that all students can achieve no matter who they are or where they come from.	Application form/Interview
3.2	Energy, enthusiasm and dedication for work with young people.	Application form/Interview

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3.3	Creative and innovative in their approach to raising standards.	Application form /Interview
3.4	Flexibility and an ability to respond creatively to changing circumstances.	Application form/Interview
3.5	Can demonstrate humility and uses this to reflect and improve their own and others performance.	Application form / Interview
3.5	Works effectively as part of a team and is positive even in the face of adversity.	Interview
3.6	Ability to relate well with colleagues and students.	Interview and interaction with others whilst visiting school
3.7	Constant and consistent expectations of high standards.	Interview
3.8	Commitment to involving parents/carers as partners in the education process.	Interview
3.9	Appropriate professional dress and appearance.	Interview
3.10	Commitment to extra-curricular activities.	Application Form/Interview

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