

Abraham Moss Community School

Guidance Notes for Applicants, please read

1. The Application Form

Please complete the application form in photocopiable ink or electronically. Use an extension sheet if necessary. Take time to read the information provided on the application form before sending / emailing, including your exam results and any gaps in education or work, this is part of our safer recruitment procedures. Please include job title, date and signature and e-mail to n.taker@abrahammoss.manchester.sch.uk by the closing date for this role which is **no later than 9.00 a.m. on Wednesday 19 April 2023**.

2. The Person Specification

If you are not familiar with a person specification, please don't be deterred by it. It is a tool to help the interview panel judge your application and its suitability for the post, and equally to help you think clearly about the skills and qualities you need to have or to develop for this role. It is important you read this carefully before applying to ensure you meet the criteria.

3. The Letter of Application

This is a **key** statement in which you should address all areas of the person specification. It should be clear, concise, accurately written, presented in an organised way and capture the reader with its relevance. Your letter should focus on **all** aspects of the person specification; the panel will review the contents of your letter against the person specification ensuring it meets all the criteria of the role you are applying for. This is an important part of the application process and must be included with the application form.

Good Luck with your application. Interview date to be confirmed.

Please remember all job offers and subject to DBS Clearance and on receipt of references.



Job Description

Title: Teacher of Religious Studies (Secondary Phase)

Salary: Qualified Teacher Scale M1-M6 (dependent on experience)

Effective: 1 September 2023

Reporting to: Subject Leader of Religious Studies, Associate Headteacher responsible for Religious Studies, Headteacher

Main Purpose: To teach Religious Studies at Key Stages 3 and 4, working as a member of the Humanities Faculty and demonstrating good practice in raising standards of achievement

Main Tasks:

1. Teaching

Teach Religious Studies throughout the school, working as a member of the Humanities Faculty under the direction of the Head of Religious Studies and the Director of Faculty. Teaching at Key Stage 3 and 4 includes a contribution to Intervention Strategy.

2. Teamwork

Work closely with the Humanities team in all professional matters to develop schemes of work that are differentiated; to ensure that there are effective teaching strategies to give access to the curriculum for all pupils; to monitor and improve the quality of teaching and learning; to set targets and to plan for improvement, development and enrichment.

3. Administration

Take responsibility for organisational and administrative tasks related to your work and carry out tasks efficiently and within the deadlines set.

4. Pastoral

Undertake appropriate pastoral and tutorial roles including being a tutor or partner tutor and teaching PDC.

5. General

Share in the general responsibility for the academic, social, personal and cultural development of pupils.

This is not a full description of the tasks involved in the role, which is subject to the current conditions of employment for class teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation. This job description may be amended at any time following discussion between the headteacher and member of staff, and will be reviewed annually.

Person Specification - Teacher of Religious Studies

Criteria

1.1	Qualified Teacher and training in the teaching of Religious Studies.
1.2	A degree or equivalent academic background in Religious Studies.
2.1	Knowledge and understanding of the Religious Studies curriculum at Key Stages 3 and 4.
2.2	Successful teaching experience which has demonstrated good practice in teaching Religious Studies and achieving high standards at Key Stage 3 and GCSE.
2.3	Understanding of the contribution of Religious Studies to whole curriculum skills such as Literacy, Numeracy and ICT.
3.1	Commitment to working in a school where pupils come from a variety of cultural backgrounds.
3.2	Commitment to providing equal opportunities for all pupils.
3.3	Expertise in working with lower attaining pupils.
4.1	The ability to create a learning environment in which all pupils are encouraged and are expected to achieve highly.
4.2	The ability to use strategies to provide access to the curriculum for pupils from a variety of cultural backgrounds, for pupils with English as a second language, for pupils with learning or behavioural difficulties, for pupils with physical disabilities, and for gifted pupils.
4.3	The ability to produce detailed schemes of work and sequential lesson plans.
4.4	The ability to use assessment criteria to help plan and assess work and to raise achievement.
4.5	A commitment to excellence.
5.1	The ability to use good behaviour management skills.
5.2	The ability to establish good working relationships through the pupils' work.
6.1	A commitment to teamwork and the ability to work effectively with staff in departmental or pastoral teams.
6.2	The ability to work effectively with other teachers and adults supporting in the classroom.
6.3	Good communication skills and the ability to communicate effectively in writing and orally.
6.4	Evidence of administrative competence and good organisational skills.
7.1	The ability to establish good relationships with a tutor group and its members in order to develop identity, self-discipline, respect and positive attitudes to school life.
7.2	A willingness to contribute to extra-curricular activities and possibly to teach another humanities subject at KS3 level.
8.1	Personal qualities of enthusiasm, imagination, flexibility, perseverance and good humour.

Information for all Posts Requiring a Disclosure

Post:	Qualified Teacher of Religious Studies
Level of Disclosure Required:	Enhanced

The post that you have applied for meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If you are short listed for the post you will be asked to reveal any convictions, cautions, final warnings, and reprimands but these will not be looked at unless you are selected for the position. All applicants who are offered employment will be subject to a criminal record check, and a check will be made with the Disclosure and Barring Service before the appointment is confirmed.

The Council is an equal opportunities employer and is committed to eliminating prejudice in employment and taking positive action to counter effects of disadvantage.

We recognise that people with criminal convictions face discrimination when seeking employment and so have procedures as part of the recruitment and selection process to guard against further disadvantage.

ANY INFORMATION WILL BE TREATED IN THE STRICTEST CONFIDENCE AND YOU WILL ONLY BE PREVENTED FROM OBTAINING EMPLOYMENT IF THE COUNCIL CONSIDERS YOU HAVE A CRIMINAL RECORD THAT MAKES YOU UNSUITABLE FOR THE POST IN QUESTION.

The Council will ignore convictions which are not relevant to the post you are applying for. If a conviction may be relevant, the appointing panel will carefully consider the nature of the offence and the requirements of the post. The panel will also look at when the offence occurred and if there is a pattern of unrelated offences. Some serious offences will, however, almost certainly prevent the panel from making an appointment.

The City Council's full Policy on Employment of Ex-Offenders is available upon request from the Personnel Office. The Code of Practice issued by the Disclosure and Barring Service, which guides the City Council's use of Disclosures in Recruitment is also available from the HR Service upon request.