



## Candidate Brief for the position of Head of Religious Studies from September 2019



Mayfield is a Catholic independent boarding and day School for approximately 400 girls aged 11-18 years, set in 75 acres of beautiful Sussex countryside. We have a proud reputation for high academic achievement, exceptional pastoral care and a wide range of high quality extra-curricular activities.

### The Religious Studies Department at Mayfield School

Throughout the day-to-day life of the School, a basic aim of all who work with the girls is to help them achieve Cornelia Connolly's maxim: **"Be yourself but make that self what God wants it to be"**. We as a community, endeavour to educate young women of faith and reason, prepared to 'respond to the needs of the age'.

In the Religious Studies Department we seek to underpin the aims of the School:

- To draw out and foster the particular gifts of each girl. Students should therefore be given every opportunity to develop their talents to the full.
- To encourage the Christian commitment of the majority of our students who come to us either as Catholics or as members of another Christian denomination, while also ensuring that they come to respect and appreciate the religious beliefs and traditions of others.
- To develop, according to their age, an awareness of the needs of others and in doing so, lead them to realise that we cannot be passive observers of life, but rather that we should be willing to face challenges which involve sacrifice and unselfishness. We aim to transmit moral values based on Gospel principles which will enable students to serve as witnesses and exemplars of Christian virtue in the world.
- To promote and encourage the study of Religious Studies to a high academic standard within the school to GCSE and A Level, and beyond. We believe that this is an important, interesting and challenging discipline, and we hope that girls will be encouraged to go on to further study. For all our students, we hope that this study will provide a sound basis for their adult beliefs and values. We believe that the academic work of the Religious Education Department is central to the Catholic ethos of the School.

There are five specialist teachers in the Department. Our students study our own programme at KS3 (covering an introduction to Catholic Christianity, Hinduism, Buddhism, Islam and Philosophy of Religion). At GCSE all students study the AQA Catholic specification. Our results at GCSE level have been outstanding. Last year 75%

of Year 11 achieved grades 7-9 (35% grade 9). In the Sixth Form girls who take A Level RE study the OCR specification, covering the Philosophy of Religion, Religious Ethics and Christian Theology modules. At A Level 80% of students achieve a grade A or above.

All Year 12 and 13 students attend a course of General Religious Education for one lesson a week. This is organised on a carousel system. Courses are presented according to the interests and expertise of teachers with the aim of encouraging thoughtful discussion of issues relating to religion, philosophy and ethics in the modern world. We aim to stimulate reflection upon some of the vital questions and challenges confronting people in Church and society today.

Students in all years attend weekly liturgies. These are co-ordinated and usually led by the Lay Chaplain. Students are encouraged to participate in a variety of liturgical forms and to engage in the planning of liturgies. In addition to Sunday Mass, which all boarders are expected to attend, there is a voluntary weekly evening Mass. There are also Whole School masses every half term and on Holy Days of Obligation. Girls sing in Schola and Chapel Choir and there is a worship band. Our Sixth Form sacristans organise the altar servers and several girls and staff act as Eucharistic Ministers.

It is hoped that through academic study, through the liturgical life of the School, and through retreats and Days of Recollection, students will develop not only their understanding, but also their sense of belonging to their faith thereby strengthening their commitment to it. Religious Studies not only helps students understand theological concepts and religious doctrines, but it also promotes and equips students with valuable skills for their future development, such as analytical and critical thinking, the ability to work with abstract ideas, leadership and research skills.

#### ▪ **The Head of Religious Studies**

- Is expected to work closely with Deputy Head and Director of Studies to promote a holistic approach to education: supporting the education of the whole individual, in line with the educational philosophy of Cornelia Connelly and the Society of the Holy Child Jesus.
- Will seek to work constructively with colleagues in other departments to facilitate cross-curricular initiatives and sharing of good practice; recognising links and building on common skills.
- Should be a practising Catholic and be supportive of the ethos of the School at all times.
- Should be an enthusiastic proponent of education for girls.
- Will have a dynamic vision for Religious Education throughout the School and ensure that s/he retains a lively interest in contemporary issues pertaining to the subject.
- Will lead by example in teaching Religious Studies successfully with insight, skill, enthusiasm and patience.
- Be a positive role model and presence in the School.

#### ▪ **Particular Responsibilities**

- Work with the Headmistress, SMT and Chaplain, to actively contribute to sustaining the Catholic ethos of the School, being familiar with and contributing to Cornelia Connelly's philosophy of educating girls.
- Develop and review Departmental policies and practices to consolidate and build on the performance of the Religious Studies Department and ensure the continuing progress and enthusiasm of the girls.
- Prepare the Department, and work with the Chaplaincy and SMT, to help the School prepare more generally for the Diocesan Section 48 Inspection.
- Contribute to whole-school strategy as part of Curriculum Committee, Heads of Departments and other appropriate groups.
- Develop and review the Departmental Handbook, the Departmental SEF and Schemes of Work.
- Complete an annual performance evaluation of examination results and progress to discuss with the Headmistress.

- Analyse and interpret relevant data to inform policies and target setting.
- Develop and sustain good working relationships with colleagues, girls and parents.
- Work with colleagues to formulate aims, objectives and strategic plans for the Department which will have coherence and relevance to the needs of girls and to the aims and strategic plans of the School.
- Contribute to the extra-curricular and weekend programme.
- Market the Department with current and prospective girls and feeder schools.

### **Teaching and learning**

- Ensure a curriculum which challenges, engages and informs; is accessible to all students; is reviewed regularly and is mindful of, not in contravention of Church teaching.
- Provide opportunities to challenge the most able and support weaker members of School – inside and outside the classroom.
- Encourage independent learning and self-evaluation.
- Within the Department, implement School policies and practices for assessment, recording and reporting, using this information to support on-going improvement. Contribute to whole-School reviews of these policies and practices.
- Establish clear Schemes of Work and ensure that all staff are familiar with teaching objectives and outcomes.
- Ensure targets for achievement and understanding are set, reviewed and evaluated.
- Ensure information about pupils' achievements and difficulties in previous classes is used effectively to facilitate continuing progress and appropriate support.
- Monitor teaching and learning through lesson observation; looking at pupils' work etc.
- Contribute to the extra-curricular enrichment programme in the School.
- Promote cross-curricular initiatives

### **Management of Staff**

- Lead, inspire and motivate colleagues so that they are supported while still being accountable for their performance with SMT.
- Hold regular Departmental meetings to ensure efficient administration and sharing of information and resources within the Department.
- Assist with the recruitment and deployment of Departmental staff and with the induction programme for NQTs and other new staff.
- With the Director of Studies, and following Departmental discussion, identify and allocate Departmental INSET, with reference to School development priorities.
- Organise sharing of good practice within the Department and with other departments, particularly with supporting colleagues in their understanding of Catholicism and the ethos of the School in practice.
- Delegate within the Department: including allocating teaching groups, rooms, etc, and oversee those carrying out additional responsibilities.
- Regularly monitor Departmental staff, annually appraise individuals as part of the School cycle and discuss and monitor the CPD of Departmental staff.
- Oversee and check reports and other communications.
- Anticipate key pressure points in the year and plan accordingly.
- Help and support staff in establishing constructive working relationships with pupils and colleagues.

### **Management of Behaviour**

- Conduct yourself in a professional manner - appropriate to your position as Head of RS in a Catholic School - at all times and expect the highest standards of behaviour from colleagues and pupils.
- Promote a positive working atmosphere in the Religious Studies Department: expect and encourage mutual respect between staff and students.

- Be responsible for discipline: encourage Staff and Students to have the highest expectations of dress and behaviour in the classroom and wider School environment.
- Work with the Chaplain to promote a sense of reverence in the Chapel and prayer spaces.
- Ensure that the Department has appropriate internal structures to promote positive behaviour in the classroom and manage routine disciplinary matters internally.
- Maintain prompt liaison with Tutors, Housemistresses, Heads of School and Deputy Head, where appropriate.
- Pass on any concerns about pupils or colleagues to the appropriate member of SMT.

### **Administration – Resources**

- Plan, implement and monitor the Departmental budget: ensure that costs are controlled, value-for-money maximised and accurate inventories are maintained.
- Stock control, including monitoring appropriate use, management and organisation of resources.
- Plan and organise internal examinations, in conjunction with appropriate Head of School; marking of entrance examination and common entrance and advising on admissions.
- Take responsibility for subject entries in Public Examinations and establish good links with the Examination Officer.
- Maintain links with the IT Department and ensure that IT is used effectively to enhance the quality of teaching and learning in Religious Studies.
- Oversee general administrative tasks.
- Maintain current resources and draw on a wide range of new opportunities to develop and introduce new ideas.
- Create a stimulating and effective working environment.
- Be responsible for the Health & Safety in your Department and inform the Maintenance Department of any concerns about the fixtures and fittings.

### **Contribution to the wider life of the School**

- Work with the Headmistress and Lay Chaplain to help ensure that the spiritual and intellectual life of the school is vibrant, dynamic and rooted in the teachings of the Catholic Church.
- Contribute to the support of those members of staff who are not Catholic, to help them engage with the ethos and values of a Holy Child education.
- Actively support the work of the Chaplaincy team in the community.
- Undertake the role of Tutor, as required.
- Carry out regular duties and supervision, on a rota, during the School day and after lessons end to help facilitate the smooth running of the School.
- Be familiar with the Teaching Staff Handbook and the School policies included within it and ensure that Departmental colleagues are also aware of these.
- Carry out such duties as are allocated by the Deputy Head or other Senior Management colleagues, including cover for absent colleagues and examination invigilation. Respond punctually, efficiently and in accordance with the guidance in the Staff Handbook.
- Attend School and year group assemblies, Liturgies and Inter-house competitions, supervising pupils when needed.
- Attend staff meetings, parents' consultations, Open mornings, Prize Giving, Parents' Day and similar important School functions out of school hours; be willing to accompany School trips undertaken by your Department, or involving your Tutees and/or boarders, or in Activities Week.
- Support the boarding life of the School by contributing to weekend activities. [Currently, this will be on one day of a weekend every half term, i.e., six days over the academic year.]

## **All Mayfield Teaching Staff**

- All teachers are expected to adhere to the Teachers' Standards as outlined by the DfE and updated regularly. <https://www.gov.uk/government/publications/teachers-standards>. Full details of the terms and conditions of employment are found in the teaching staff employment contract.
- All staff are expected to contribute to the boarding and extra-curricular life of the School which may include some evenings and weekends.
- No member of the teaching staff may undertake private coaching of Mayfield girls outside School without the permission of the Headmistress.

It should be noted that the above list of duties is not necessarily an exhaustive statement of the final responsibilities of the post. It is intended to give an overall view of the position and should be taken as guidance only. The post holder may be required to undertake any other reasonable task requested by the Headmistress for a Head of Department which fall within his or her capabilities and which are in accordance with the usual practice of a Catholic Independent Boarding and Day School.

## **Application Process**

Mayfield School has its own application form which is available via the website. Applications should be supported with a covering letter

**Closing date for applications: Friday 25 January 2019 @ 09:00**  
**Interviews will take place in week commencing: 28 January 2019**

We offer excellent working conditions in an outstanding environment. Mayfield has its own salary scale and the salary package for this position will reflect the qualifications and experience of the successful candidate. All staff are expected to contribute to the extra-curricular life of the School. Accommodation may be available.

For further information please visit our website [www.mayfieldgirls.org/vacancies](http://www.mayfieldgirls.org/vacancies) where you can access our requisite application form. Alternatively, contact Mrs Karen Bowles, PA to the Headmistress by e-mail for further details [kbowles@mayfieldgirls.org](mailto:kbowles@mayfieldgirls.org).

The School is an equal opportunities employer.

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



## Mayfield School

### Head of Religious Studies – Person specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	<ul style="list-style-type: none"> <li>▪ Practising Catholic</li> <li>▪ Teaching experience across the full age and ability range of the School</li> <li>▪ Outstanding classroom practitioner</li> <li>▪ Proven ability to inspire and challenge the most able of students Involvement with the Chaplaincy and sharing of responsibility for the wider spiritual life of the school</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working in a Catholic School</li> </ul>
QUALIFICATIONS/ EDUCATION/TRAINING ATTAINMENTS	<ul style="list-style-type: none"> <li>▪ A good Degree in Theology or related discipline</li> <li>▪ Understanding of current and planned examination requirements</li> </ul>	<ul style="list-style-type: none"> <li>▪ PGCE or equivalent</li> <li>▪ Exam Board and coursework moderation</li> </ul>
SPECIAL KNOWLEDGE OR SKILLS	<ul style="list-style-type: none"> <li>▪ A vision of the role of RS in a Catholic School</li> <li>▪ Excellent literacy and communication skills</li> <li>▪ Good IT skills</li> <li>▪ Willingness to contribute to the extra-curricular programme</li> <li>▪ Excellent subject knowledge</li> <li>▪ Management and leadership of a team including part-time staff</li> <li>▪ Ability to motivate learners and raise achievement</li> <li>▪ Desire to work with colleagues on cross-curricular initiatives</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use of variety of teaching and learning styles</li> <li>▪ Experience in departmental strategic planning</li> <li>▪ Contribution to the liturgical life of the School</li> </ul>
DISPOSITION	<ul style="list-style-type: none"> <li>▪ Enthusiasm and dedication</li> <li>▪ Creativity</li> <li>▪ Self-motivated</li> <li>▪ Highly organised, yet flexible</li> <li>▪ Ability to work under pressure</li> <li>▪ Ready to challenge oneself to seek continuous improvement</li> <li>▪ A team player</li> <li>▪ Willingness to be involved in the spiritual life of the School and Chaplaincy</li> <li>▪ Ability to lead the development of extra-curricular provision in RS</li> </ul>	<ul style="list-style-type: none"> <li>▪ To be positive about the need for innovation and change</li> <li>▪ Interest in the application of ICT skills in the learning and teaching of Religious Studies</li> </ul>
INTERESTS	<ul style="list-style-type: none"> <li>▪ The potential to offer something extra to the School and its students that will enhance the girls' learning and life experience</li> </ul>	<ul style="list-style-type: none"> <li>▪ Skills (in areas unrelated to RS) to contribute to the extra-curricular programme</li> </ul>
ETHOS	<ul style="list-style-type: none"> <li>▪ Commitment to Catholic education and the boarding life of the School</li> <li>▪ A commitment to and interest in the well-being and achievement of girls</li> <li>▪ A sense of excitement about teaching and working with young people</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working in a boarding environment and/ or Catholic education</li> </ul>