



CROSFIELDS  
SCHOOL

# HEAD OF RS WITH HUMANITIES

CROSFIELDS SCHOOL - READING - BERKSHIRE



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SCHOOL

# HEAD OF RS Job Description



Crosfields is a leading independent school, in Berkshire, offering an excellent education to approximately 600 pupils.

The children benefit from an impressive range of opportunities provided by a committed and talented staff enhanced by facilities which are second to none.

An exceptionally friendly school, Crosfields emphasises manners, kindness and good behaviour.

Recently inspected by the ISI, Crosfields was awarded 'Excellent' for academic, and other, achievements and 'Excellent' for the quality of pupils' personal development.

Crosfields is situated in over forty acres of park and woodland, with exceptional facilities and talented staff. Children are taught broadly, thoroughly and imaginatively. They are given opportunity to challenge and develop themselves, both inside and outside the classroom.

This position arises at an exciting juncture in the school's history.

This is an exciting time to join the school as we expand our provision with the ambitious 'Crosfields to 16' project. We will be adding our first Year 9 to the school in the 2021-22 academic year, with Year 10 added in 2022-23 and Year 11 in 2023-24.

Along with a new, modern building to accommodate new year groups, several ancillary projects will also be taking place to facilitate Key Stage 4 teaching. Two new Science Labs will be built, one for completion in September 2021 and the second September 2022.



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The candidate will be working in a professional, welcoming and dynamic environment, where every day brings new challenges and developments.

## The Candidate

Crosfields wishes to appoint a teacher who can inspire and enthuse the children whilst giving direction and leadership to RS throughout the school. The candidate would also be required to teach Geography and/or History.

The ideal candidate will be flexible. They would be able to lead RS throughout the school and willing to teach RS initially from Year 5 to Year 9 with the possibility of also teaching Geography and/or History. As the project progresses, it is anticipated that the candidate would 'move up' with the older year groups, eventually teaching Years 7-11, while working closely with a Subject Lead of Humanities from Year 6 and below. As an expanding school, we would expect other positions of responsibility to become available for the right candidate.

Though the school is relatively large for a Prep School, and so some candidates may feel this position would suit someone who has been a Head of Department before, we are above all very keen to appoint a first-rate teacher and so previous leadership of RS Departments is not a prerequisite to being successfully appointed. It is expected that the candidates will enjoy contributing to the whole life of the school, that they are a form teacher, they may offer other subjects in the curriculum such as games, contribute to the activities programme, and attend trips. Those with experience in senior school activities such as DofE, MUN or HPQ/EPQ are strongly encouraged to apply.



CROSFIELDS  
TO **SIXTEEN**   
*Growing together*

## SPECIFIC RESPONSIBILITIES

Above all we seek an enthusiast who is going to give the children a love of RS. The teacher has to be passionate, knowledgeable, approachable and engaging. The Head of Department will promote and guide the teaching of RS throughout the school. It is expected that the Head of RS is a form teacher, that two activities are run and that a residential trip is attended once a year.

### Objectives

- To foster enjoyment and enthusiasm for the study of RS
- To enhance and steer the teaching of RS throughout the school
- To raise continuously standards of pupil achievement in RS at all levels

### Strategic Planning

- To create and oversee the direction of RS in the school
- Be aware of developments in the teaching of RS which may benefit the children, such as the use of IT and to implement these
- Respond to areas of the School Development Plan
- Create an annual RS Development Plan
- To work with those responsible for RS in other areas of the school

Crosfields is committed to the wellbeing and development of all our staff, offering a warm and supportive workplace.

## SPECIFIC RESPONSIBILITIES

### Teaching and Learning

- Teach RS to Years 5 to 9
- To have the ability to teach another humanity subject
- To explore and offer varied opportunities in RS
- To monitor the teaching of RS and to guide, as well as inspire, colleagues
- To produce schemes of work that inspires the pupils and staff responsible for its delivery, as well as challenging the pupils
- To review the schemes of work annually
- Plan, enact, and monitor appropriate syllabuses, materials, schemes of work, which include clearly identified aims and objectives which are shared with the students
- Respond appropriately to the abilities and aspirations of the pupils enabling them to take responsibility for their learning
- Ensure the efficient administration of a programme of pupil feedback
- Ensure that accurate and up-to-date records of pupil progress are kept within the department

### Promoting and Developing the Department

- To take full responsibility for the development of RS throughout the school
- Plan, provide, and evaluate an RS Curriculum
- Prepare this curriculum, within the priorities determined by the SLT, an annual set of targets for the development of the department
- Participate in an annual meeting with the appropriate member of the SLT to review this development
- Hold regular departmental meetings and keep appropriate records of such meetings
- To review and update the Departmental Handbook
- To develop academic scholars within the school
- To run RS trips and/or visitors
- Attending Heads of Department meetings, occasional meetings with the Governors' Education and Welfare Committee and the SLT as required

## SPECIFIC RESPONSIBILITIES

### Managing Resources

- To ensure all resources are well maintained and updated regularly within the constraints of the departmental budget
- Manage the budget devolved to the department, ensuring its efficient use and that limits are not exceeded
- Order and allocate materials and equipment as appropriate; advise the SLT on the resources and accommodation requirements of the department
- Maintain an up-to-date inventory of equipment and resources
- Ensure, as far as possible, that the department's equipment and resources are maintained in good order and that the rooms allocated for the department's use are cared for and offer an attractive and educationally stimulating environment for pupils.

### To Apply:

Visit [www.crosfields.com/explore/community/working-at-crosfields](http://www.crosfields.com/explore/community/working-at-crosfields) to download and complete our application form. Applications should be sent to our HR Manager at [hr@crosfields.com](mailto:hr@crosfields.com)

Closing date: 20th January

Shortlist: 25th January

Final Interviews: 29th January



## Salary

Salary will be on the Crosfields Scale and will be commensurate with qualifications and experience for the post. The Governors review salary scales annually in September to ensure that they remain competitive.

## Applications

We invite interested candidates to apply as soon as possible. The closing date is 20th January 2021. Successful candidates will be invited to Crosfields for interviews on 25th and 29th January.

Crosfields aims to employ staff who are best qualified for the post and does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sexual orientation, marital or civil partnership status, disability or age.

## Pre-Employment Checks

All appointments will be subject to two satisfactory references (which may be taken prior to interview). Disclosure check by the Disclosure and Barring Service and medical fitness for the role. Where applicable overseas police checks and prohibition from teaching and management checks will also be completed. All checks must be completed before employment can commence at the School.

## Safeguarding and Child Protection

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented at interview as detailed on the application form.

Crosfields School is committed to safeguarding and promoting the welfare of young people, and applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service.



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	Essential /Desirable	How Assessed
<b>Qualifications</b>	The candidate should have attained QTS/NQT The candidate will be expected to hold a good honours degree Have experience teaching GCSE RS	Application
<b>Competences and Qualities</b>	We are looking for a teacher who is an enthusiast The teacher should be kind, approachable and have a sense of humour We look for staff who have high academic expectations and who instil high standards of behaviour It is expected that the teacher will be extremely professional in that they are diligent, punctual and thorough The teacher will be expected to encourage an atmosphere of mutual respect when dealing with children, staff, and parents The candidate has to be an excellent communicator – with children and adults alike The candidate must be able to work as part of the school's team The candidate has to enjoy working with children, to be able to form and maintain appropriate relationships and personal boundaries with children The candidate must put the child's welfare and well-being above all else. The candidate will be very proficient in the use IT	Interview

