



## **JOB DESCRIPTION: HEAD OF RE AND SCHOOL CHAPLAIN**

**Hours:** Full Time

**Salary:** The salary will be competitive and commensurate with experience

**Reporting to:** The Deputy Head

### **THE SCHOOL**

Bishop Challoner is a highly successful and ambitious school providing a warm and welcoming community where each member is embraced and encouraged to flourish and achieve.

We are committed to providing an environment in which all pupils are challenged to be the best they can be, and one in which pastoral care and wellbeing underpin academic and co-curricular excellence. This rings true in the school's motto - 'Dare to do your best'.

We believe in providing an education for life and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by developing new skills and aptitude for an ever-changing world. Learning how to learn is a key facet of our education philosophy and is an essential need for the twenty-first century.

We believe that a truly excellent school is about more than academic achievement alone: it is about developing a real passion for learning; a capacity for independent and critical thinking; self-awareness and resilience; self-confidence without arrogance and genuine interests that extend beyond the classroom walls.

At Bishop Challoner we focus on developing the whole person, aiming to ensure that each pupil leaves us ready for the challenges of life at university or the world of work, and understanding their responsibilities towards others.

We want our pupils to leave Bishop Challoner well equipped to engage positively with a rapidly changing world as accomplished problem solvers and confident individuals with a clear appreciation of and respect for the views and potential of others.

### **THE ROLE**

We are looking to appoint a dynamic and inspiring teacher, with responsibility for monitoring, supporting and tracking the welfare and progress of our students across the Key Stages in Religious Education. You will have overall responsibility for the professional leadership and management of the department in order to ensure high standards of teaching and learning are delivered and resources are used efficiently and effectively. The role will also encompass School Chaplain

We would like you to be:

- A practising Catholic
- Able to uphold and promote the Catholic ethos
- Committed to raising academic standards
- Well qualified and an excellent teacher
- An excellent communicator with strong personal management skills
- Able to model excellent Teaching and Learning
- Able to use assessment to record, track and report student progress across the Department.
- Able to embrace change and take it forward
- Able to motivate and interest students
- Able to lead curriculum development in Religious Education across all Key Stages
- To provide spiritual and pastoral support to members of the school community
- To develop and enhance the spiritual, liturgical and prayer life of the school providing opportunities for worship and reflection
- To organise a full programme of school liturgies and retreats
- To strengthen links between Bishop Challoner School, the Diocese, local parishes and the wider community.

### **JOB PURPOSE**

To ensure continued delivery of excellent teaching and learning. All teachers are responsible for monitoring the academic progress, behaviour and welfare of pupils. To also have responsibility for providing spiritual and pastoral support to the pupils and staff of the school, bearing witness to the mission statement, ethos and development and enhancing the distinctive Catholic nature of the school.

### **Core Responsibilities:**

- Be able to provide outstanding Pastoral care
- To ensure that the subject syllabus and related Schemes of Work are prepared and regularly revised across the Department in line with the requirements of the Bishops Conference
- To review, develop and update Schemes of Work to ensure the maintenance of standards, including differentiated approaches as appropriate in meeting the full range of pupil needs
- To organise meetings to provide occasion for consultation and discussion of matters relating to Religious Education and its policies within the Religious Education Department
- To promote, develop and monitor the Religious Education teaching and learning strategies in the classroom
- To maintain the Departmental Handbook and Annual Departmental Report according to an agreed format, included analysis of examination results
- To write and revise Religious Education entries for curriculum handbooks and option booklets. Admin support is available
- To oversee and teach the work for public examinations
- To ensure that a strategy is in place to identify the needs of children particularly:
  - i) The able child
  - ii) The child who finds the subject difficult
  - iii) The SEN child (ie. difficulties with hearing, dyslexia etc) and to ensure that teaching and learning strategies are appropriate
- To ensure that appropriate examinations and assessment strategies are implemented for internal and external examinations
- To ensure that the reporting policy of the school is implemented

- To develop the implementation of Religious Education in teaching and learning across the whole school curriculum
- To organise visits to enhance the learning of Religious Education and ensure that the School guidelines have been consulted and followed
- To liaise with parents as appropriate
- To actively promote the distinctive Catholic nature of Bishop Challoner School
- To take active responsibility to maintain the School Chapel, Chaplaincy and Sacristy area as a place of welcome and hospitality, where all members of the community can feel welcome and at ease
- To manage and maintain the prayerful atmosphere of the Chapel and Chaplaincy and encourage its use by the school community
- To be responsible for developing appropriate and relevant opportunities for prayer, worship, reflection and spiritual growth for the whole community
- To lead on, organise and deliver specific and appropriate liturgies at key points in the liturgical calendar
- To work with pupils and staff to promote active involvement in preparation and celebration of appropriate liturgies
- To support and assist other relevant staff in preparing and delivering assemblies and liturgies. Where appropriate to lead such occasions
- To organise the celebration of Mass and for special feasts during the course of the year and to prepare the assembly rota
- To co-ordinate and organise a programme of retreats
- To further Diocesan youth work and extend links with the wider community and local parishes and clergy
- To be the school CAFOD link
- To manage the resources available to the Chaplaincy, ensuring efficiency, cost effectiveness and the keeping of accurate records of spending
- To liaise with local clergy in the provision of the sacramental ministry
- To engage in a regular process of appraisal
- To engage with Continual Professional Development (CPD) relevant to the role of Chaplain
- To avail of opportunities for enhancing their own spiritual wellbeing
- To lead school-based CPD for staff in relation to the Catholic life of the school
- To contribute to the House system and review the House names to bring them in line with the 21<sup>st</sup> Century
- To work with junior and senior pupils in developing the distinctive nature of “Chaplaincy” for our pupils
- To provide spiritual support for staff, recognising as we do that supporting those who do the work of the school is as important as the support we give to our pupils
- To prepare the Chaplaincy section of the school newsletter and liaise with the Catholic press and CISC
- To contribute to the marketing of the school in liaison with the Marketing and Admissions;
- To develop chaplaincy links and liturgical support with Catholic feeder schools.
- To assist in the review and evaluation of current policy and practise in relevant areas of faith development.
- To encourage the school community to become involved in projects relating to social justice and global citizenship.
- To lead the school Catholicity Committee.

## General Responsibilities

- To promote the Catholic ethos of the school
- Effective communication with members of staff through meetings and briefings
- Ensure excellent curriculum and lesson planning
- Maintain high standards of assessment and reporting pupils' progress to parents
- An open door classroom policy
- Promote school value and ethos through being an excellent role model
- Commitment to a 3-18 education
- The job description will be subject to regular review

## PERSON SPECIFICATION

The successful candidate will:

- Be a highly qualified enthusiastic teacher
- Be able to analyse data to help evaluate student achievements
- Have considerable knowledge of the curriculum across the key stages
- Be enthusiastic about student learning
- Have high expectations and standards
- Have an excellent attendance record
- Have a sense of humour
- Be a good team player
- To actively promote the Catholicity of the school, and be a model of Catholic values, while also being sympathetic and accepting of all faiths and none.
- To set an example of personal integrity and professionalism.
- Articulate and creative with excellent communication and interpersonal skills.
- Ability to lead innovations and work creatively.
- Flexible in attitude and approach, able to work at a strategic level yet also in a hands-on capacity.
- Resilient, cheerful and well-organised.
- Be visible and approachable around the school;
- The ability to work to deadlines.
- Someone who is able to communicate with young people in a simple, direct and down-to-earth way.
- Someone who can challenge, enthuse and inspire others.
- A good listener and counsellor who shows empathy for those who are struggling for whatever reason.
- A well-organised self-starter who can shape and deliver a complex set of activities without needing a lot of supervision.