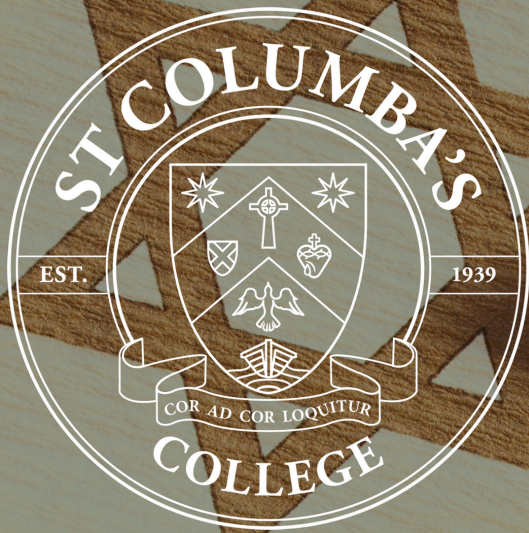


Co-educational Independent Catholic Day School for ages 4-18 in St Albans



# Teacher of Religious Education

## Maternity Cover Application Pack





## Welcome to St Columba's College

St Columba's College is located 25 miles from Central London in the cathedral city of St Albans in Hertfordshire. SCC is a thriving 4-18 independent co-educational day school, comprising a Prep School of approximately 200 pupils and a Senior School of 600 students, of whom 160 are in the Sixth Form. St Columba's is an academic and aspirational school devoted to scholarship and the holistic development of each individual child. The College underwent an ISI inspection in 2022 and was judged as excellent in every respect, with no areas identified for improvement. It was established in 1955 by the Brothers of the Sacred Heart and is a Roman Catholic foundation based on the educational philosophy developed by its founder, Father André Coindre: to ensure a provision of education rooted in religious values, structured through friendly discipline, nurtured by personal attention, and committed to academic excellence. We are part of a vital and dynamic group of 12 schools located primarily across the United States and United Kingdom.

The College's GCSE examination results in 2023 were among the best in its history with 62% of grades at 9-7, and A-level grades follow the same pattern with 64% A\*-B. A-level results allowed 90% of students to obtain their first choice of university, including Oxbridge, with 50% attending Russell Group or top 10 universities.

Leadership throughout the College is promoted and expected of Sixth Form students: on the sports field, as Prefects, Pastoral and Academic Mentors, as well as in liaison work reaching into our Prep School. There is significant impact on the wider community, with a range of long-established charitable activities and volunteering arrangements benefiting local primary schools, special schools and homeless relief charities, both in the local area and overseas through our work with CAFOD.

We are now looking to appoint a Teacher of Religious Education to provide maternity cover for the 2024/25 academic year.

## Overall Purpose:

To provide high quality teaching and standards of learning and achievement for all students, in support of the Head of Department and Senior Leadership Team.

- To support and promote the school's mission and values.
- To deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a curriculum area as appropriate.
- To monitor and support the overall progress and development of pupils as their teacher.
- To facilitate and encourage a learning environment which provides pupils with the opportunity to achieve to their own best potential.
- To contribute to the wider life of the school.

## The Post Holder Reports to:

Headmaster and Senior Leadership Team (SLT) through their Line-Manager (Head of Department or Assistant Head of Department)

## Key Accountabilities:

- High quality delivery of the Catholic Religious Education Directory at Key stage three. (RED)
- High quality delivery of the Eduqas B Catholic syllabus to GCSE.
- Support the Catholic Life, prayer and collective worship of the College.
- Have excellent subject knowledge and continue to develop it particularly in the context of Catholic Christianity.
- Promote an ordered and structured environment in the context of the educational pillars of the Brothers of the Sacred Heart.
- Raising standards of student attainment and achievement within their teaching groups by monitoring and supporting students' progress;
- Contributing to a broad, balanced and challenging curriculum which provides students with the requisite knowledge and skills, and also promotes independent learning;
- Contributing to appropriate schemes of work and lesson planning, including related assessment processes as directed by Head of Department;
- Supporting a collegiate approach so that staff work as an effective team, including sharing good practice;
- Through reflective practice of Learning and Teaching and students' work, ensuring that lessons are planned to ensure all students make progress, schemes of work are followed and appropriate homework set, and that marking and assessment for learning takes place and reflects subject area policy;
- Responsibly deploying available resources, which support effective learning and teaching in consultation with colleagues in subject area;

- Taking responsibility for own appropriate professional development;
- Ensuring organisational and administrative tasks, both within the subject area and in support of SCC policy, are completed promptly and efficiently;
- Refining and further developing links between the Prep and Senior schools as directed by Head of Department and/or Assistant Head-Learning & Teaching;

### **Specific Responsibilities:**

- To ensure the smooth day-to-day running of all teaching groups;
- To establish practices that support good classroom and behaviour management;
- To develop appropriate and challenge learning and teaching practice through effective lesson-planning and use of available resources in line with policies and procedures of subject area;
- To complete appropriate Monitoring and Tracking procedures within subject area and use to inform planning;
- To mark regularly in line with department policy
- To monitor student data and progress and ensure that appropriate intervention strategies for teaching groups/individuals are implemented; and that due recognition and reward of student achievement is celebrated through merits, attitude to learning points and Headmaster's Awards;
- To liaise with key staff (e.g. SENCo, nurse and G&T Co-ordinator) to support needs of individuals;
- To write student subject reports for teaching groups which reflect formative assessment;
- To be responsible for the marking of internal examinations so that moderation and standardisation of results can be completed.
- To be responsible for the processing and completion of coursework (GCSE and A Level) so that moderation can be completed and external deadlines for exam boards met;
- To ensure through collective responsibility that an environment conducive to effective learning and teaching is established and maintained in the subject area classrooms, including appropriate and up to date displays;
- To set appropriate work for classes when absent and follow procedures outlined in Cover Policy;
- To ensure that prompt and appropriate communication with parents is carried out and meetings held when necessary; and that action points and strategies are recorded and fed back to other staff as appropriate;
- To complete Performance Review;
- To keep up to date with national developments in the subject area, and teaching practice and methodology;
- To contribute to an annual Departmental Improvement Plan (DIP);
- To attend and contribute to subject meetings to develop the skills and teamwork of subject colleagues, ensuring sharing of good practice;
- To contribute to subject-related wider learning opportunities offered within subject area;



- To undertake routine administrative tasks as requested by Head of Department and SLT;
- To attend College events pertaining to the subject area and as directed by Headmaster;
- To undertake duties and cover for absent colleagues as directed;
- To undertake other key tasks that may be reasonably be asked by the Head of Department and Headmaster.
- To have pastoral responsibility for a tutor group

## **Generic Responsibilities:**

- To be a member of a team of teachers which nurtures the Catholic ethos of the College in tradition of the Brothers of the Sacred Heart, in order to promote the spiritual, moral, cultural, aesthetic, intellectual and social development of the students and the community life;
- Responsibilities carried by all teachers in the College comply with the teachers' contract of employment and Teachers' Standards;
- To promote and safeguard the welfare of children;
- Expectations regarding the role and expectations for all Form Tutors are contained within the Senior School handbook;
- To play a full part in the life of the College community to support its distinctive mission and ethos and to encourage staff and students to follow this example;
- To contribute to the Extra & Extended Curriculum Activities (EECA)

## **Essential Criteria:**

### **1. Knowledge and Experience:**

- Proven knowledge and understanding of the subject in the Catholic context its teaching practices and methodology across Key Stages 3-5;
- Evidence of an active contribution to the development of the subject across Key Stages 3-5 (sharing good practice; supporting teamwork);
- Evidence of commitment to personal CPD.

### **2. Skills and Abilities:**

The ability and commitment to:

- Be an effective practitioner within the subject area;
- Inspire, challenge and support students within teaching groups;
- Model the values and expectations of the College;
- Understand and demonstrate the principles and practices of effective learning and teaching;
- Review and plan their own CPD;
- Work as a reflective practitioner;
- Instil a love of learning in their students;
- Develop a secure and empathetic environment in which each student can learn and make progress.



## Department Organisation with Current GCSE and A-Level Results:

We are a thriving department with a very stable team of seven highly qualified and committed theologians who consistently produce excellent results every year. The RE department are practising Catholics and outstanding practitioners. We have a close working relationship with Westminster Diocese. The RE department have a collegiate approach to the delivery of the RE curriculum which is rooted in the pillars of the Brothers of Sacred Heart in which all students are “*known valued and treasured.*”

*“The cohesion between members of the religious education department is a key strength and is evident in the planning of schemes of work, delivery of its content to pupils and sharing of ideas.”* (Diocesan report 2018)

*“In the Senior School, attainment and progress at GCSE and A Level Religious Studies is outstanding, on a par and often exceeding other core subjects.”* (Diocesan Inspection Report 2018)

All students study RE GCSE and Religious Education is the “*core of the core*” with 10% curriculum time at all key stages.

## GCSE Religious Studies Eduqas B Catholic Theology and Judaism results for St Columba’s College:

- 77% Grades 9-7
- 32% of all grades were a Grade 9.
- 99% Grades 9-4
- CEM data suggests that teaching made a significant difference to the results of this cohort in Religious Studies.

## A Level Religious Studies OCR:

- 46% A\*-A
- 100% A\*-C

*“The most challenging lessons observed were clearly designed to meet the needs of all learners. Pupils at Key Stage 4 said, ‘Our teachers are inspirational and build our confidence.’ The RE department is a strength of the Senior School. In an interview with KS5 students, one said, ‘The RE department are truly dedicated, enthusiastic and a most caring department and they have very high standards and want us to excel.’* (Diocesan Inspection Report 2018)



## Curriculum Overview:

### KS3

The RE Department will be fully compliant with the requirements of the Religious Education Directory “To know you more clearly” by 2025.

Form 1 are compliant with the RED since September 2023 as per Westminster Diocese guidelines.

All other year groups at KS3 are following the old RECD until roll out is complete.

### KS4

Eduqas B Catholic Christianity and Judaism.

### KS5

OCR Religious Studies: Philosophy of Religion. Religious Ethics and Developments in Christian thought.

### Core RE

A theologically based carousel delivered by the RE Department to the 6th Form. Based on themes of Justice, Peace, and inclusion.

“Core RE lessons observed were inspiring and challenged the pupils to consider concepts which are new to their experience. (Diocesan Inspection Report 2018)

## Additional Information:

The RE department encourages students to be intellectually curious. Many of our A level students have made successful applications to Cambridge and Oxford. We have many A level students choosing the subject at degree level and they return often to visit the department and share their experiences with the other students.

The department has organised many trips to the Theology Faculty at Fitzwilliam College Cambridge. The department has several members marking for the OCR and Eduqas board.

A philosophy club called the “Good place” instils a love of critical thinking and philosophy among the students.

We also organise opportunities for extending the RE Curriculum through visits to the Jewish Museum, Bhaktivedanta Manor and biannually to Rome where we are now able to include some of the content of Eduqas B as part of the itinerary. Interfaith dialogue and ecumenism is a priority in the RE Department and so all lessons are inclusive.



Students are encouraged to enter essay competitions to raise their profile and develop skills. There is a high culture of praise in the department with many students receiving Headmaster's Distinctions and prizes for their hard work.

*(“The...department has created a culture of high expectation and collaboration amongst the staff. This was further evidenced in a pupil discussion, where a pupil said, ‘The RE department is always supportive and there are always opportunities for us.’ Diocesan Inspection Report 2018)*

*It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties in consultation with the Head, that are deemed necessary for the smooth running of the school and which are commensurate with the responsibility and seniority of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.*

*Please note that whilst the job description covers the anticipated role, it is expected that it will be tailored to suit the strengths of the successful applicant.*

### **Safeguarding Children:**

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he comes into contact will be to adhere to and ensure compliance with the College's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the College s/he must report any concerns to the Designated Safeguarding Lead.

## Remuneration and Benefits:

- St Columba's College operates its own salary scales.
- The College offers a fee remission of 66% for children of permanent members of staff educated at SCC.
- Membership of APTIS, a Defined Contribution Pension Scheme.
- 17 weeks of annual leave to include an October two week break.
- Complimentary lunch / tea / coffee / fruit / biscuits.
- Eye care vouchers.
- Free annual flu vaccination.
- Cycle to Work and Tech Schemes.
- Access to use of a confidential 24-hour counselling help line
- Use of the College Fitness Suite.
- Free car parking on site.
- Support with Continuing Professional Development.
- All staff have use of a Microsoft Surface Pro for school use.

## Work With Us:

St Columba's is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including reference checks with past employers and the Disclosure and Barring Service.

To apply for this position or any of our vacancies, please visit our current vacancies here. You should email your covering letter and completed job application form to Jackie Metcalfe, HR Manager at [metcalfe.j@stcolumbascollege.org](mailto:metcalfe.j@stcolumbascollege.org) or call 07727 892095 to discuss further.

## Application Process:

Closing date: 10.00am on Friday 3rd May 2024 . Interviews will be conducted Thursday 9th May. Early applications are encouraged as we reserve the right to call suitable candidates to interview prior to the closing date.





St Columba's College, King Harry Lane, St Albans, Hertfordshire, AL3 4AW

01727 855185 [collegeadmin@stcolumbascollege.org](mailto:collegeadmin@stcolumbascollege.org)

St Columba's College is a Catholic Foundation of the Brothers of the Sacred Heart (US Province)