



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM

Head of Religious Studies/ Head of Health & Social Care Recruitment Pack



**BARCLAY
ACADEMY**
LIBERTAS PER CULTUM



Welcome to Future Academies

Dear Applicant,

Thank you for your interest in the position of **Head of Religious Studies/Head of Health & Social Care** with the ability to teach either Religious Studies or Health & Social Care for Barclay Academy. (full training and support will be given if you have no previous experience of the other subject)

I am delighted that you are considering applying for a position at our trust.

This is a superb and exciting opportunity for an ambitious, enthusiastic and resilient Head of Religious Studies / Head of Health & Social Care to lead the Religious Studies and Health & Social Care Departments to ensure high quality learning takes place and that outstanding attainment and progress are secured at key stage 4 and 5. This position will also involve the teaching of Health & Social Care at Level 3.

We are **Future Academies**: a flourishing multi-academy trust, founded with the aim of improving the life chances and raising the aspirations of young people. We offer a rich and stimulating education comprised of a knowledge-rich curriculum, diverse cultural and extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be.

This ethos is embodied in our Trust values - *Knowledge, Aspiration, and Respect* - and in our motto, *libertas per cultum* ("freedom through education").

Future Academies currently comprises ten schools across London and Hertfordshire. Further information is available on our website [Future Academies - Academies](#).

Barclay Academy is a flourishing mixed, non-selective secondary school and sixth form based in Stevenage, Hertfordshire, admitting students from the ages of 11 to 18.

Barclay Academy is passionate about diversity and inclusivity and welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

If you think you have the skills, experience and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

If you would like to discuss the role in more detail or to visit and see our fantastic Academy in action, please do not hesitate to contact me via email at M.Charlwood@barclay.futureacademies.org.

Magda Charlwood
Vice Principal
Barclay Academy

JOB DESCRIPTION

JOB TITLE:	Head of Religious Studies / Head of Health & Social Care
HOURS:	Full-time
START DATE:	January 2025
SALARY:	MPS1 – UPS3 (£30,000 - £46,525) (Dependent on experience) TLR 2
RIGHT TO WORK:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance
STAFF BENEFITS:	Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits: <ul style="list-style-type: none">• A supportive ethos and concern for the well-being of all colleagues.• Excellent CPD opportunities and career progression.• Employer Contributions to Local Government or Teachers Pension Scheme.• Cycle to work scheme.• Employee Assistance Programme. (Perkbox)• Eye Care Voucher scheme.• Car Benefit Scheme

PURPOSE OF THE ROLE

The Head of Religious Studies/ Head of Health & Social Care is responsible for the standards and day-to-day management of the Religious Studies Department. They will be responsible for monitoring the academic progress of all pupils taught within the department, encouraging high aspirations and achievement and ensuring the quality of teaching and learning remains at the highest standard.

MAIN RESPONSIBILITIES AND TASKS

Teaching and Managing Student Learning

The Head of Department Religious Studies / Head of Department Health & Social Care will:

- Be able to teach across the full range of age and abilities including both RS and Health & Social Care
- Act as a role model in leading subject staff in own high quality teaching
- Set expectations and targets for staff and students in relation to standards of achievement and the quality of teaching
- Engage all subject staff in the creation, consistent implementation and improvement of schemes of work which encapsulate key academy learning strategies
- Lead curriculum development to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme
- Review teaching and learning, monitoring the progress of all students including those requiring additional support or challenge to ensure students are engaged in their learning and achieve success
- Work closely with the Trust Lead for Religious Studies

Assessment and Self-Evaluation

The Head of Department in Religious Studies / Head of Department Health & Social Care will:

- Agree, monitor and evaluate subject student progress targets in KS3, KS4 and Post 16 public examinations to make a measurable contribution to whole academy targets
- Establish and implement clear policies and practices for assessing, recording and reporting on student achievement and to assist students in setting targets for further improvement
- Use data effectively to identify students who are underachieving and, where necessary, create and implement an effective intervention plan
- Assist the designated SLT link in evaluating standards of leadership, teaching and learning, consistent with procedures in the academy self-evaluation policy and to use this analysis to take action to improve further the quality of teaching

Relationships with Parents and the Wider Community

The Head of Department Religious Studies / Head of Department Health & Social Care will:

- Establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about the curriculum, targets and attainment
- Communicate effectively, both orally and in writing, with parents and governors

Managing Staff and Own Performance

The Head of Department Religious Studies / Head of Department Health & Social Care will:

- Prioritise and manage their own time effectively
- Take responsibility for their own professional development to improve students' learning
- Lead the learning of other staff members
- Provide regular feedback for subject colleagues in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible impact on student learning
- Establish clear expectations and constructive relationships among staff including team working and mutual support: devolving responsibilities, delegating tasks and developing accountability
- Ensure all subject staff understand and are actively implementing the key aspects of the academy's behaviour management policies

Managing Resources

The Head of Department in Religious Studies / Head of Department Health & Social Care will:

- Oversee and evaluate the Department budget allocation to ensure the budget is spent in line with subject learning priorities and best value principles
- Organise and co-ordinate the deployment of learning resources and monitor their effectiveness

Strategic Leadership

The Head of Department Religious Studies / Head of Department Health & Social Care will:

- Create a Department development plan which contributes positively to the achievements of the academy development plan and which actively involves all subject teachers in its design and execution
- Contribute to the development of the whole academy strategic planning and policies through membership of Academy Improvement Groups and Heads of Department meeting

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks, but sets out the main expectations of the Trust in relation to the postholder's responsibilities and duties at this time

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

SAFEGUARDING

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the trust expects all members of staff and volunteers to share in this commitment. To this end, both an 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check will be required for this role.

No job description can be entirely comprehensive, and roles develop organically over time. The post holder will be expected to support with any other duties appropriate to the role, as and when this is required.

PERSON SPECIFICATION

		Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • QTS • Courses of further study relevant to the post • Academic qualification in the relevant subject • Evidence of active involvement in professional development 	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Excellent communication and presentation skills • Excellent use of IT systems such as Excel, Word, Outlook • Excellent subject knowledge • Experience using school based systems such as SIMS/Bromcom • An understanding of and commitment to the ethos of the Academy and the wider Trust • Ability to deal calmly, professionally and effectively with a diverse group of people at all levels both within and outside the Trust • Tact, diplomacy, discretion and confidentiality at all times • Ability to work to and achieve tight and/or changing deadlines • Excellent organisational skills, ability to prioritise work for self and others • Excellent team skills and ability to network effectively 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p>

OTHER REQUIREMENTS	<ul style="list-style-type: none"> • The ability to remain discreet when privy to confidential information • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced DBS checks • Have a willingness to demonstrate commitment to Future Academies values and behaviours • Committed to equality, Diversity & Inclusion 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
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NOTES TO APPLICANTS

GENERAL TERMS & CONDITIONS

The employer for this post is Barclay Academy.

The successful post holder will be based at Barclay Academy, Walkern Road, Hertfordshire, SG1 3RB.

The post holder will be eligible for enrolment in the Local Government Pension Scheme.

The post holder will be required to complete a six-month probation period.

APPLICATION PROCESS

1. Applying for the role

The application form should be accompanied by a personal statement of suitability of no more than two sides of A4. In the application form and personal statement, applicants should demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than midday on **11th October 2024**. Applications after this date will not be considered.

2. Interview Process

The interview for shortlisted candidates will be held W/C 14th October 2024.

3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post as soon as possible.

5. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.