

INFORMATION FOR APPLICANTS

Head of RS/SMSC
MPS/UPS
+ TLR2C (£6019)



Dear Candidate



Welcome to All Saints Academy Dunstable.

I feel extremely proud to be the Principal of All Saints Academy and I intend to work alongside the students and staff to create a school that all can feel proud to attend. The summer results were the best in five years demonstrating the rapid progress All Saints is making.

At the Academy it is important to us that all children make the best progress possible regardless of their academic starting point. We understand that the best progress is only achieved when teachers know their students well and plan lessons with expertise, ensuring all students make progress. We are highly ambitious for everyone and fundamentally believe students should not have ceilings placed on their ability. We welcome teachers and associate staff who believe in having the highest expectations for all our students.

The Academy has had a turbulent time over the last two years but in January 2017 Ofsted stated "The new headteacher has set a clear vision for school improvement. Through rigorous determination she is now bringing direction and raised expectations of both staff and pupils.....The school no longer requires a category of concern. The school is now improving rapidly and continues its journey to being a good school."

If you feel you want to be part of our journey to Outstanding and have a genuine desire to make a difference to children's outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for the role, so please wherever possible contact the school to make an appointment to look around.

I look forward to meeting you.

Yours sincerely

Liz Furber
Principal

INFORMATION ABOUT THIS VACANCY

At All Saints Academy our vision is “Living Well Together with **Dignity, Faith and Hope**”. We aspire to take dignified decisions and afford dignity to all members of our community, regardless of background or circumstance. Our position as a Voluntary Aided Church Academy means that the Christian faith has a central role in all of our actions and decisions. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures.

Our vision translates into our everyday practice and our values are particularly relevant in ensuring all in our community are encouraged to strive for excellence through service to others. This vision is promoted through our RS and SMSC curriculum, assemblies and tutor time.

We are seeking to appoint an enthusiastic and ambitious Subject Leader for Religious Studies, who will contribute to shaping an outstanding future for All Saints Academy. Our RS team is very collaborative and highly successful.

- Are you a highly effective, dedicated practitioner who is passionate about teaching RS and able to teach to GCSE and A Level?
- Are you a leader who strives for outstanding outcomes?

All Saints Academy is a fantastic school in which to work, with exemplary relationships at all levels. All staff and students are valued highly. We have a first class commitment to developing individuals and working with others to reach their full potential; our personalised CPD programme and facilities are second to none. We look forward to supporting and developing you as you take a step into leadership.

INFORMATION ABOUT THE HUMANITIES CURRICULUM AREA

We have a team of four specialist teachers who are dedicated to improving student outcomes. Our Team works hard and each colleague knows that this is essential to get us to where we need to be.

All teaching is in excellent teaching rooms, each of which has an interactive whiteboard. In addition, the CA benefits from a staff workroom.

ACADEMY FACILITIES

We are proud of our building and facilities. Our classrooms are bright, our corridors wide and spacious, and our learning environment is calm. You will see an abundance of colour, high ceilings and lots of natural light. All classrooms are equipped with an Interactive Whiteboard, as well as new furniture.

Across the Academy as a whole the accommodation includes:

- Five Science labs and a Science Studio Room
- Five Maths classrooms and a Maths Lecture Theatre
- Six English classrooms
- Three MFL classrooms
- Five Humanities classrooms
- Four labs for the teaching of Business Studies and ICT
- A further four rooms equipped with ICT
- A Modern Library with 30 computers
- A Modern Hall with tiered seating
- Specialist rooms for each of Art, Dance, Drama, Food, Media and Music
- A Recording Studio
- An amazing A Sports Hall and a Sports Exercise Room
- 3G All Weather Pitch and Multi Use Games Area

JOB DESCRIPTION

Head of RS/SMSC



Responsible to:

Leadership Team Line Manager

Job description:

The duties outlined in this job description are in addition to those covered by the latest 'School Teachers' Pay and Conditions' document. It will be regularly reviewed with you to reflect or anticipate changes in the job, commensurate with salary and area of responsibility.

Core purpose:

Responsible for the teaching, leadership and development of RS throughout the school, ensuring that each pupil is encouraged to develop his or her potential to the full. They are responsible for monitoring and promoting SMSC provision throughout the school and supporting through the SMSC working group.

Specific responsibilities include:

- Planning, implementing and reviewing the curriculum.
- Ensuring that SMSC provision is maintained and evidenced through the RS curriculum
- Ensuring that assessment is both regular and thorough and that full records of pupils are kept.
- Using data to inform teaching, identifying pupils needing support or challenge
- Management of departmental staff and overseeing their development and training.
- Holding regular departmental meetings, minuted to SMT.
- Representing the department within the school in matters relating to the curriculum and management.
- Implementing the development of the subject area, including establishing RS as a viable A Level option
- Collaborating with the head of Sixth Form to ensure that the statutory provision of RS to Sixth Form pupils not taking RS at A Level is met
- Keeping abreast of major subject changes, informing senior management appropriately.
- Supporting and stretching pupils wishing to apply to Oxbridge
- Contributing to the school's UCAS programme through the preparation of subject-specific paragraphs for references.
- Organising trips and activities to enhance the teaching and learning of RS within the school.
- Managing the departmental budget.
- Managing the provision of textbooks and resources, including electronic resources
- Ensuring that the departmental Health and Safety policy is followed.
- Ensuring that departmental teaching rooms present a stimulating environment.

- Providing information on Public Examination entries to the Examinations Officer.
- Being available to provide advice and guidance on Examination Results Days.
- Planning annual development goals for the further development of SMSC
- Auditing and evaluating SMSC provision annually for the school's self-evaluation document
- Contributing to the spiritual, moral, social and cultural development of pupils.
- Liaising with other departments in the school to monitor the provision of SMSC
- Developing provision for spiritual and moral development within the Sixth Form curriculum
- Developing links with representatives of a range of faith communities and representing the school at meetings

I confirm that I have read and I understand my new job description.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

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Post holder	Date	
.....
Line Manager	Date	Position

Safeguarding

Teachers and Associate Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

PERSON SPECIFICATION Head of RS/SMSC



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • University graduate • Postgraduate teaching qualification 	<ul style="list-style-type: none"> • Evidence of continuing professional development, eg attendance at relevant INSET
Teaching Experience	<ul style="list-style-type: none"> • Evidence of successful teaching experience across the whole age and ability range in the secondary sector • Teaching Experience in key stages 3 and 4 (or equivalent) • Evidence of consistently good teaching and learning • The ability to use ICT effectively to engage students • An understanding of how to use assessment to inform planning for good teaching and learning • The ability to differentiate materials to meet the needs of learners • Evidence of pastoral experience • An interest in the wider curriculum 	<ul style="list-style-type: none"> • Successful teaching experience in an urban school • Teaching experience in key stage 5 (or equivalent) • Evidence of outstanding teaching and learning • Experience of being a form tutor • The ability to offer an extra-curricular activity
Leadership and Management	<ul style="list-style-type: none"> • Evidence of good classroom management skills 	
Knowledge, Skills and Aptitudes	<ul style="list-style-type: none"> • Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people 	
Personal Qualities	<ul style="list-style-type: none"> • A strong commitment to comprehensive education • Excellent communication skills • The proven ability to work in teams and partnerships with staff and students alike • Have high expectations of themselves and others within the Academy community 	

	<ul style="list-style-type: none"> • Be pro-active to innovate • A willingness to learn and develop new skills • A desire to make a difference to the lives of young people • A proven commitment to develop own professional learning • Displays commitment to the protection and safeguarding of children and young people • An excellent attendance record • Vision, energy and resilience, and a sense of humour • The ability to remain calm under pressure 	
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TIMELINE FOR RECRUITMENT PROCESS

Advertisement placed	25 th September 2017
Closing date for applications	Wednesday 11 th October 2017 12.00 pm
Interviews	Tuesday 17 th October 2017
Start Date	3 January 2018

ARRANGING A VISIT TO THE ACADEMY

We encourage prospective candidates to visit the Academy before making an application.

If you would like to arrange a visit, please contact Michelle Arnold, PA to Principal and HR Manager (01582 619700) to make an appointment.

HOW TO APPLY

Please submit your application form, together with a letter of application (no more than two sides of A4), outlining your reasons for applying for this post. In your letter please make reference to information in the pack, particularly the person specification, and explain why you would be an ideal candidate for All Saints Academy and what qualities you will bring to the Team. Please do not send us a general letter; we really are looking for someone who is prepared to respond to us as an individual Academy. You can be sure that we will take

time and care in reading your letter as we appreciate how much energy goes into it.

Please return your application and letter by email to jobs@allsaintsacademydunstable.org or by post to

Michelle Arnold
PA to Principal and HR Manager
All Saints Academy
Dunstable
Beds LU5 5AB

We will acknowledge receipt of your application form and let you know as early as possible if you have been shortlisted for interview.