



**De La Salle School**

## **INFORMATION FOR APPLICANTS**

### **LEAD PRACTITIONER – RELIGIOUS STUDIES**

Salary L8-L12 (£51,567pa - £56,785pa negotiable depending on experience)





## De La Salle School

Dear Candidate

Welcome to De La Salle School.

De La Salle School, Basildon, was founded by the De La Salle Brothers in 1972. Known then as St Anselm's RC Comprehensive, the school served families of Basildon until 1996 when it changed its name to De La Salle School.



St Jean-Baptiste De La Salle founded his first schools in the seventeenth century and his core Catholic principles run through all the work we do today.

These Lasallian values make De La Salle School the perfect choice for all families in Basildon and the wider community.

We have the highest expectation of every student entrusted to us. Preparing individuals for the many challenges the modern world has in store for them is central to the work we do. While developing their academic excellence, we support and nurture every individual to become the person God intended them to be.

We are enormously proud of the achievements of our students. When they reach the end of their time with us, we aim for each young person to leave the school confident, happy and fully prepared for the future, whether that is further education, employment or training, we fully support our students at every milestone.

As a former student of De La Salle School, I am immensely proud of all that the school stands for. I know how impressed you will be by our students, who are equally proud to be a part of this community. Their enjoyment and passion for learning is infectious and makes for a learning environment that gives the potential for each and every individual to succeed.

If you feel you want to be part of our journey 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 this role, so please wherever possible contact the school to make an appointment to look around.

Yours sincerely

Paul Norris  
**Headteacher**



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**Salary L8-L12 (£51,567pa - £56,785pa negotiable depending on experience)**

**Position Start Date:** September 2021

**Contract Term:** Full time/permanent

#### **INFORMATION ABOUT THIS VACANCY**

De La Salle School is a Christian Community. It is inspired by the vision and example of St. John Baptist De La Salle. Each person is invited to become the person God intends him or her to be. They are expected to live a life of faith and love, following the example of Jesus Christ.

All members of this community are encouraged to grow in awareness of their own unique worth. They are encouraged to use their gifts in responsible and friendly co-operation with others. Within this environment, De La Salle offers a curriculum for children of all abilities.

De La Salle School is a caring and thriving oversubscribed fully comprehensive and inclusive 11-16 school with a committed and dedicated staff. The Governors are seeking to appoint, for September 2021, an outstanding Lead Practitioner – Religious Studies, who is enthusiastic, conscientious and self-motivated to join our team of middle leaders and have the ability of using a range of technologies, which will inspire young people to study Religious Studies. The successful candidate will also have a strong track record in the ability to lead subject specific training within the faculty in order to support improvements, seek out and adopt best practice across the school, using this to inform and refine the approach to Religious Studies teaching. The ability to build effective working relationships with colleagues and staff, is also essential along with extensive proven teaching experience with the ability to motivate learners.

This appointment has a wider school responsibility in working with the Chaplain to develop spirituality of our students and the liturgical life of the school. De La Salle is a Catholic school and we seek to appoint a practising Catholic to this post.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post will be subject to an enhanced DBS check, medical check and references.



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### HOW TO APPLY

**Closing Date for Applications:** Monday 10<sup>th</sup> May 2021, 9am

**Shortlisting:** Monday 10<sup>th</sup> May 2021

**Interview Date:** TBC following short-listing

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

If you would like to arrange a visit, please contact Sarah Wilkinson, PA to Headteacher (01268 281234) to make an appointment.

Please submit your application form, downloaded from our website, together with a letter of application outlining your reasons for applying for this post. In your letter please make reference to information in the recruitment pack, particularly the person specification, and explain why you would be an ideal candidate for De La Salle School and what qualities you will bring to the Team.

Applications should be emailed to [swilkinson@dlsbasildon.org](mailto:swilkinson@dlsbasildon.org)

If you have any questions, please contact Sarah Wilkinson, PA to Headteacher on 01268 281234.



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### **JOB DESCRIPTION** **LEAD PRACTITIONER – RELIGIOUS STUDIES**

**Reporting to:** Headteacher/DHT Pastoral

**Salary:** L8-L12

#### **Purpose**

- To support the continuing spiritual development of the School whilst implementing best practice, driving forward improvements and raising standards in learning and pedagogy.

#### **Aims**

- To provide pedagogical spiritual leadership.
- To further develop RE provision at KS3 and KS4.
- To promote, develop and share excellent teaching strategies.
- To support the professional development of staff.
- To produce and share high quality teaching and learning resources with a clear focus on improving learning and student attainment both in RE and across the School.
- To provide a consistent model of outstanding teaching practice.
- To offer support and expertise in adapting curriculum to changing specifications.

#### **Training**

- To contribute to the planning, development, delivery and leadership of training and INSET.
- To use mentoring and coaching strategies to support individual staff to become outstanding practitioners: from “good” to “outstanding” and from “requires improvement” to “good”.
- To engage in professional dialogue with specific colleagues to ensure continued improvement in teaching and offer advice and support in respect to learning and pedagogy.

#### **Teaching Religious Education**

#### **General professional responsibilities**

You are required to carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document, and subsequent updates. You are required to carry out these duties in accordance with any relevant policy documents adopted by the school and any division of teaching responsibilities that are from time to time decided.



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### **Generic details**

In accordance with the DfE Teachers Standards, the professional duties of a teacher shall be deemed to include the following duties:

- teaching, including planning and preparing courses and lessons, setting and marking of work and assessing, recording and reporting on development, progress and attainment in line with school policy.
- Using data to inform classroom teaching, monitoring and tracking student progress and putting in place timely interventions.
- preparing students for public examinations, assessing students for the purposes of such examinations, recording and reporting such assessments and attending meetings connected with the conduct of public examinations.
- communicating and consulting with the parents of students, including the writing of reports and attendance at parents' evenings and open evenings.
- maintaining good order and discipline among the students he/she is teaching.
- participating in departmental meetings and Open Evenings.
- working as a member of a team in the shaping of departmental policy and practice, introduction of curricular initiatives, the preparation and development of programmes of study and methods of teaching and assessment.
- contributing to the provision of resources and teaching materials and taking some responsibility for care of stock.
- participating in administrative and organisational tasks in order to ensure the smooth running of the department.
- keeping up to date with curriculum innovation, participating in arrangements for INSET, contributing to his/her own professional development.
- working collaboratively with support teachers in the classroom.
- taking responsibility for the monitoring and support of a beginning teacher taking his/her class, if appropriate.
- setting work for his/her classes where absence is known in advance and setting work for absent colleagues where required.
- taking responsibility for a designated area of the curriculum, administration or curriculum innovation or project.
- Following correct procedures, as specified by the Head of Department, when ordering resources.
- Carrying out other tasks as reasonably directed by the Head of Department.

### **Spirituality**

#### **Purpose of the post**

The Lead practitioner in RE will be expected to communicate the Catholic faith effectively to the young people of our school and to support the Chaplain in leading the formal and



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informal expression of Catholic ethos and worship including times of prayer and at Mass, and to support the spiritual life of the school community.

### **To support the school Chaplain with the following:**

- Strategic planning of the year's Chaplaincy provision for students in each year group to ensure a balanced and well thought out programme of spiritual input and activities throughout their time at De La Salle School.
- To be responsible for all aspects of the administration and organisation of Chaplaincy activities including Diocesan activities such as Youth Mass, Justice and Peace days and any other youth activities at Diocesan level.
- Arrange Masses and liaise with local clergy as required for Mass to be celebrated, including:
  - Academic Masses;
  - Weekly Masses;
  - Annual Mass for each Year group and a lesson of Mass preparation beforehand to involve all students as fully as possible in the celebration;
  - Founder's Day Mass;
  - Welcome Mass for Year 7 in the Autumn term where their parents are invited;
  - Year 11 Leavers' Mass in the Summer term;
  - Mass for the whole school on Holy Days.
- Deliver Reconciliation Liturgies to all Year groups and liaising with local clergy to hear confessions through a structured timetable.
- Prepare and lead a Liturgy for staff at the beginning of the academic year.
- Give staff and students the opportunity to write down their petitions to be taken to the altar during the academic Masses.
- Take Year 7 for a walk around the school to identify the Catholic ethos of the school.
- Assist SLT members with the Head Boy & Head Girl (Including Deputies) Commissioning Ceremony. Organise a priest for this and organise students to read at this.
- Provide information for Open Evenings.
- Co-ordinate the hamper collection during Advent and liaise with parishes for collection/delivery.
- Recite the Rosary every break time in the Chapel (Stations of the Cross in Lent).
- Primary school liaison.
- Offer pastoral support to bereaved students.
- Gather the names of students receiving the Sacrament of Confirmation and give each student a card and where possible attend their Confirmation Ceremony. Help students if asked with possible Confirmation name.



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- Nominate student(s) for Citizenship Award and attend the ceremony with them and their family at Brentwood Cathedral.
- Write a report for Governors when requested to.
- Organise Reflection Days for all year groups annually.
- Organise and attend residential retreats for Year 7 each year. The Chaplain has responsibility for all aspects of the arrangements before and during the retreats.
- Develop the role of the Chaplaincy Reps, their profile across the school, their leadership skills and their ability to act as leaders/youth chaplains across the school.
- To participate in the assembly rota for all year groups especially at significant times during the Church year.
- Arrange Ash Wednesday services and activities.
- Assist the RE Department as required, particularly with the Year 7 Chapel visits and GCSE moral issues discussions.
- Arrange Carol services in the School before Christmas.
- Provide prayer resources for Form Tutors to use with their forms each morning.
- Arrange lunchtime prayer activities in the Chapel, especially during Lent and Advent.
- Be the link person between the local clergy and the school, and attend Deanery clergy meetings in order to aid communication between the school and parishes.
- Publicise the spiritual life and Chaplaincy activities of the school the Chaplaincy notice display boards and social media.
- Be innovative in adding value to the ethos at the school with new ideas and initiatives including responding to specific initiatives from the Catholic Church, such as a visit of the Pope, a holy year, or other important events.
- Make yourself known to students and staff, and be a general 'listening ear' for students, staff and parents/carers who need someone to talk to.
- Support the school's charity work.
- Arrange the staff prayer for morning briefing.
- Care of the school Chapel, Sacristy and the Eucharist.
- Manage the Chaplaincy budget.
- Work with the Headteacher, leadership team and governors to nurture and develop the Catholic ethos of the school.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, which are commensurate with the grade of this post.





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### PERSON SPECIFICATION LEAD PRACTITIONER – RELIGIOUS STUDIES

The Lead Practitioner in RE will be a practising, prayerful and committed Catholic with a good understanding of Catholic theology and supportive references from their parish priest or the priest best known to them. They should have a proven track record of working with young people in a parish and/or educational context.

#### **Catholic Ethos**

It is essential for prospective candidates to be able to communicate the Catholic faith effectively to young people and to be able to lead them in times of prayer, worship or the Mass. It is essential for the candidate to be fully committed to the ethos and practice of the Catholic faith; to be committed to a particular Catholic parish community where they might find support in their own journey of faith. The prospective candidate will need to be able to work closely with the local priests who provide chaplaincy support to the school.

#### **Experience**

A teacher of RE should have experience of:

- Proven track record of outstanding practice in the classroom and outcomes for young people
- Setting targets, monitoring progress and interventions and evaluating their impact
- Working with colleagues in teams and across a school
- Working alongside other teachers in the development of learning
- Continuing professional development
- Be willing to support in writing schemes of work

#### **Knowledge and Understanding**

A teacher of RE should have knowledge and understanding of:

- Curriculum and pedagogical issues related to student achievement, performance and the development of thinking skills
- The importance of working as part of a team
- Strategies for intervening with students who are at risk of underachieving as well as those who need further academic stretch
- Behaviour management techniques for groups and individuals
- National curriculum/exam board changes that could impact on students at all key stages



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### **Personal qualities/Skills and abilities**

#### **Spiritual and intellectual**

- Be a person of faith and prayer with a deep commitment to the Catholic church;
- Have a good sense of the Church's liturgy and be able to recruit and enthuse students to take part in school worship;
- Be up to date with current thinking and practices in the Catholic Church and in Catholic Education;
- Be committed to the School's mission with an understanding of and empathy with the aims of the School and its ethos;
- Be committed to ongoing training and learning;
- Able to understand the complexity of working in a school and sensitive to the need to work together in the interests of students;
- Able to exercise sound judgement in a wide range of situations.

#### **Interpersonal and Communications Skills**

- Be a good listener;
- Be confident and comfortable with speaking one-to-one and also to large groups;
- Able to relate well to young people and enjoy their company, as well as able to develop and establish good relationships with a broad range of people;
- An articulate speaker with presence and the ability to present, credibly and enthusiastically, the challenges of the Gospel;
- Able to write high quality articles for our Diocesan newspaper and School newsletter;
- Excellent oral and written communication skills;
- Able to function well in many situations and to relate to adults and young people from a wide range of ages;
- Excellent interpersonal skills.

### **Other Skills and Abilities**

- Clear thinker and strategic planner;
- Excellent organisation and administration skills;
- A good time manager with the ability to prioritise and meet deadlines and able to respond to spontaneous events and work well under pressure;
- Be comfortable working in a classroom environment when the role requires it;
- Able to be proactive and positive and to research, initiate, complete and review projects;
- Be familiar with IT, including the use of word processing, spreadsheet and presentation programmes and to use them as required for the role;



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- Willing to participate in the life of the school and contribute to the extra-curricular programme;

### **Personal Qualities**

- A high level of personal and professional integrity and good judgement;
- Sensitivity to the needs and feelings of people regardless of faith, gender, race or disability;
- To be a role model for students and staff through personal and professional conduct;
- Reliable and able to work on own initiative and as a member of a team;
- Able to be flexible and adapt to change;
- Able to maintain a sense of proportion and perspective;
- Able to be confidential;
- A sense of humour.

### **Safeguarding and Health and Safety**

De La Salle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere and comply with the School's Policy for Safeguarding at all times. The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's policies and procedures.

This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the School's appraisal programme for support staff and to participate in appropriate staff training and development activities.

The successful candidate will be required to complete a DBS (Disclosure and Barring Service) disclosure form in accordance with current legislation.