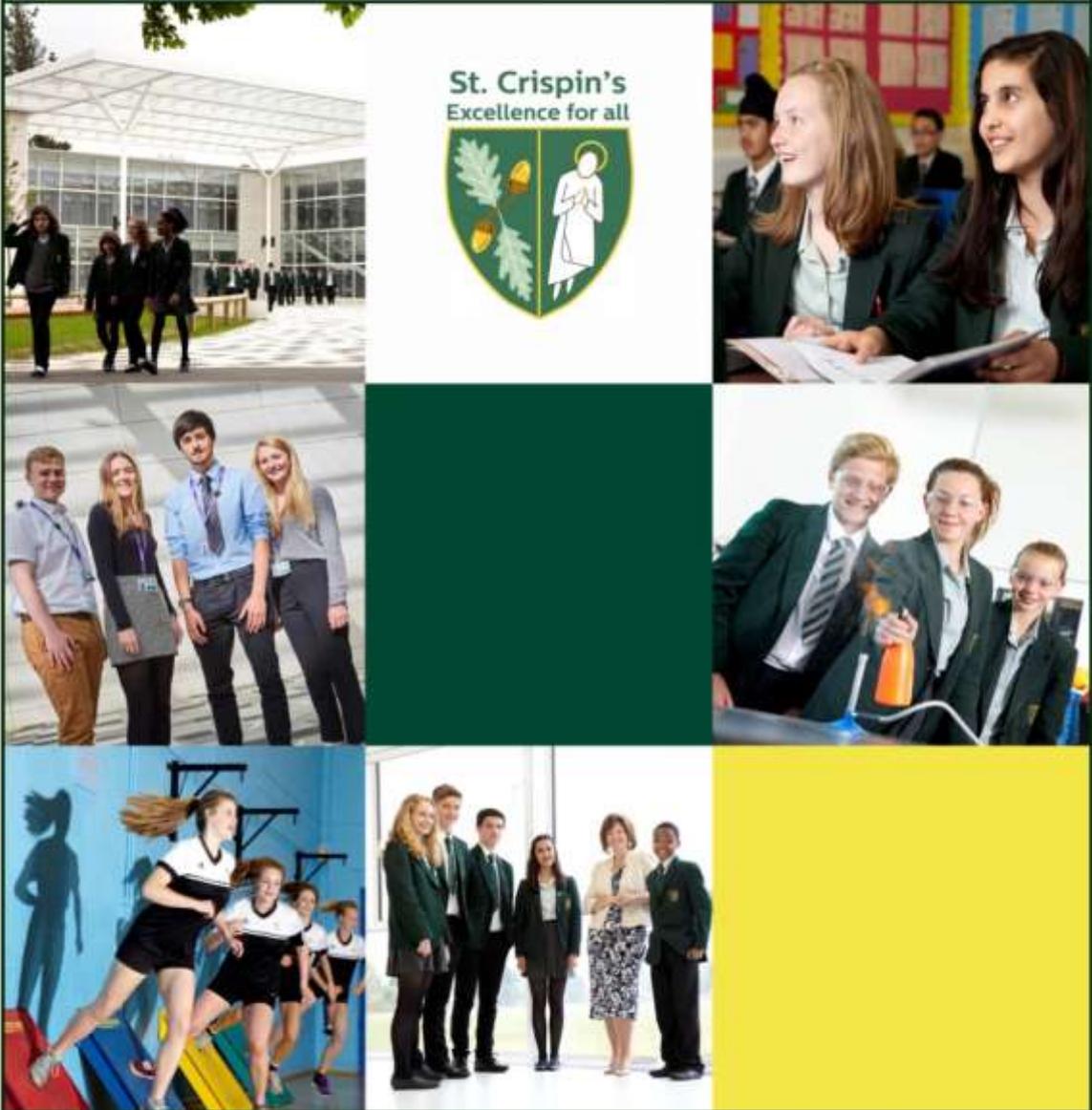


# Recruitment Pack



## Teacher of Religious Studies



St. Crispin's School is part of The Circle Trust, company number 11031096, registered at St. Crispin's School Wokingham, Berkshire, RG40 1SS Tel: 0118 978 1144

St. C





## Teacher of Religious Studies

### St Crispin's School

Headteacher:

Ginny Rhodes

NOR 1174, 11-18

Mixed Comprehensive, London Road, Wokingham, Berkshire RG40 1SS

Tel: 0118 978 1144

[www.crispins.co.uk](http://www.crispins.co.uk)

### Teacher of Religious Studies

**St. Crispin's School – Wokingham, Berkshire**

**Ideally Full-time from 1<sup>st</sup> January 2020**

**Main payscale**

As a dedicated, ambitious teacher, you want to enjoy coming to work, be supported and valued. At St. Crispin's you will be part of a happy, friendly team. We are a high-attaining school with student behaviour that is described as exemplary.

This is a rare opportunity for an enthusiastic Religious Studies teacher to join our Religious Studies and Social Sciences Department.

Our ethos of "Excellence for All" encapsulates our commitment to do the very best for both students and staff. If you are looking for a vibrant learning environment with many opportunities to maximise your potential, be motivated and inspired, we would love to hear from you.

Visits to the school highly recommended!  
Applications from new entrants to the profession welcomed.

**To apply:** **TES QUICK APPLY** or **application form** available at [www.crispins.co.uk/vacancies](http://www.crispins.co.uk/vacancies). Mel Knight, PA to Headteacher, at [knightm@crispins.co.uk](mailto:knightm@crispins.co.uk)

**Closing date:** 9 am, Tuesday 15th October

**Interviews:** Friday 18th October

**For more information:** Mel Knight on 0118 978 1144 or email: [knightm@crispins.co.uk](mailto:knightm@crispins.co.uk)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced CRB clearance and satisfactory employment references.



## Job Description

**Salary** St Crispin's main point scale (please refer to Pay Policy for detailed scale; this policy can be accessed via the school website.)

### Aim and main purpose of the job:

#### Knowledge

- Demonstrate subject competence and to keep up-to-date his/her knowledge of the National Curriculum for 11-16 year olds in relation to their subject; and where relevant to the post, other examination courses at KS4 and Post 16.
- To attend continuous professional development activities when required to update his/her knowledge of the National Curriculum, syllabus changes and national initiatives which impinge directly on teaching, pastoral or other responsibilities.
- To keep informed about the key priorities identified in the School Improvement Plan, associated department development plans and his/her responsibilities agreed upon within it.

#### Planning, Teaching and Classroom Management

- To teach across a range of abilities and ages commensurate with his/her experience and skills and as agreed in consultation with the Headteacher and Head of Department.
- To plan lessons in accordance with the agreed departmental scheme of work and in line with the departmental teaching and learning policy.
- To plan lessons carefully with specific learning objectives and with special regard to prior attainment data, gender and race, fluency in English, DSEN (including IEPs).
- Use a variety of teaching approaches that identify, build upon and develop pupil learning styles, and the ability to learn independently.
- To set clear targets for pupil improvement and monitor progress towards these.
- To work effectively with Learning Support Assistants to plan lessons and individual support for pupils with specific learning difficulties.
- To set appropriate homework in line with school and departmental policies.
- Establish and maintain good standards of pupil behaviour in the classroom by implementing consistently and fairly the School Behaviour Policy.

### **Monitoring, Assessment, Recording and Reporting**

- To assess how well learning objectives have been achieved and use this assessment to improve aspects of teaching.
- To develop the expertise to be able to recognise the level at which a pupil is achieving, and make accurate and valid assessments using school and departmental policies and procedures.
- To mark work on a regular basis in line with school and departmental policies and guidelines.
- To make careful records of attendance and pupil progress following carefully the departmental guidelines; mark books and pupil work should be available for scrutiny as required from time to time.
- To liaise effectively with pupils' parents/carers through informative oral and written reports on pupils' progress and achievements according to the school's assessment and reporting schedule.
- To discuss with parents/carers appropriate next steps in learning for their child, and encourage them to support their child's learning.

### **Other Professional Responsibilities**

- To undertake the role of form tutor, if required to do so, and follow the guidance given by the Head of Year in relation to carrying out this role.
- To undertake supervisory duties before school, at break or after school as required.
- To attend department, year and other school meetings as required.
- To contribute to the work of the department.
- To support colleagues in maintaining the school's behaviour policy.
- To maintain appropriate standards of professional appearance and conduct.
- To raise issues of concern with his/her line manager or with the appropriate member of SLT.
- To maintain the Professional Standards for teachers.
- To follow the school performance management system.
- The post holder is responsible for ensuring that the school safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy.
- To carry out tasks as reasonably required by the Headteacher.

### **Details of Line Management**

Teachers are line managed by Heads of Department (and Heads of Year in respect to their work as a tutor.)

### **Notes:**

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, which are commensurate with the salary and job title.





## Religious Studies and Social Sciences Department Information

The Religious Studies department is a successful and innovative department, which is committed to raising the achievement of all of our students. The Religious Studies department has recently merged with the Psychology and Sociology departments to form one larger department allowing for more opportunities for collaborative working and sharing of excellent practice across 3 very popular A level courses.

The Religious Studies Department currently consists of three specialist members of staff and a small team of non-specialists. Within the department, we place a strong emphasis on collaborative working - sharing ideas and resources. As a new member of staff, you will be made very welcome and given ample opportunity to develop both professionally and personally.

Our vision is that Religious Studies at St. Crispin's will allow students to gain important knowledge and understanding of key religious beliefs and practices whilst also allowing them the opportunity to explore, and engage with, life's ultimate questions. We also aim to develop student's skills to support them in becoming reflective and critical thinkers who can express their ideas and arguments both verbally and through their written work.

### Curriculum overview:

All students in KS3 (Year 7-Year 9) have one lesson of RS a week.

In Years 7 and 8 students study key religious beliefs and practices in: Christianity, Buddhism and Islam. Students also study several themed topics such as miracles and pilgrimages. The department runs a trip to Salisbury Cathedral and Slough Mosque in the Autumn Term of Year 7.

In Year 9 students begin to study more philosophical and ethical topics such as: Crime and Punishment, War and Peace, Good and Evil, and the place of religious beliefs in the modern world.

GCSE Religious Studies is an options subject that students can choose to study in Year 10 and Year 11. The department follows the OCR GCSE specification and students have 5 lessons a fortnight.

A Level Religious Studies (Philosophy and Ethics) is a popular course at A level. We follow the OCR A Level Specifications: Philosophy of Religion, Religious Ethics and Development in Christian Thought.

### Other information:

The Department has three dedicated teaching rooms – all with wall-mounted projectors and two with interactive white boards. The Department has a full and varied collection of textbooks and resources for all Key Stages. The Department shares a working office space with the History and Geography departments.

Kate Benson  
Head of Religious Studies and Social Sciences



## Policy Statement

St Crispin's School is an Academy school within The Circle Trust. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual's personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

### What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

*Up to and including shortlisting stage:*

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

*Following shortlisting stage, and prior to making a final decision*

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;\*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);\*
- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;\*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;\*
- medical check to indicate fitness to work;\*

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- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);\*
- if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);\* and
- equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (\*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

### **Where do we get information from about during your application process?**

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

### **Why do we use this information?**

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the Academy to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

### **How long will we hold information in relation to your application?**

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail please see our Retention and Destruction Policy.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

### **Who will we share information with about your application?**

We will not share information gathered during your application process with third parties, other than professional advisors such as legal as HR advisors.



## **Rights in relation to your personal data**

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact: Debra Briault. St Crispin's School, London Road, Wokingham. RG40 1SS [briaultd@crispins.co.uk](mailto:briaultd@crispins.co.uk)

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact Debra Briault. St Crispin's School, London Road, Wokingham. RG40 1SS [briaultd@crispins.co.uk](mailto:briaultd@crispins.co.uk).

The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

## **Concerns**

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However, an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

## **Contact**

If you would like to discuss anything in this privacy notice, please contact The Circle Trust Data Protection Officer. Mr A Hinchliff, c/o St Crispin's School, London Road, Wokingham, Berkshire. RG40 1SF [andy@thecircletrust.co.uk](mailto:andy@thecircletrust.co.uk)

