



Assistant Headteacher: Director of Religious Education and Religious Life of the School

Reporting to:	Senior Management Team
Contract:	Full Time
Responsibilities:	Religious Education & Philosophy teaching & support staff and whole school responsibility for RSE
Start date:	September 2025 January 2026
Salary:	Leadership pay scale L11 - L15 (£68,097 - £74,613)
Allowance:	N/A
Disclosure level:	Enhanced

The Role

The Director of Religious Education and Religious Life of the School will be responsible to lead and develop our most central department. Religious Education permeates all aspects of school life at Trinity, and the Director of Religious Education and religious life of the school will be responsible for the strategic development of this subject and area across the school. They will support the liturgical experience and spiritual life of the school and they will take a leading role in supporting the Headteacher, the Governors and the Senior Management Team to develop a rigorous and broad curriculum in Religious Education and Philosophy.

Key responsibilities

- To provide professional leadership and management of an outstanding Religious Education department.
- To provide a high-quality educational experience for all students of Religious Education across KS3-KS5 to sustain (and increase) levels of attainment and achievement.
- To keep abreast of curriculum developments in Religious Education to ensure the department is up to date.
- To use Diocesan, national, local and school management data effectively, to monitor standards of achievement across the school in Religious Education and Philosophy.
- To develop and fulfil department development plans based on identified needs and in line with the aims and policies of the school.
- To support the Headteacher and Senior Management Team in ensuring that the Catholic ethos permeates all aspects of the school life.
- To lead the preparation for the next Catholic School Inspection (expected in 2025-26).
- To support (in liaison with the Chaplain and pastoral leads) in the organisation of liturgy and worship in conjunction with Headteacher and SMT.
- To support (and lead where needed) specific school improvement priorities.
- To lead in the liturgical experience and spiritual life of the school, both curricular and co-curricular (such as charity work and educational visits) in conjunction with SMT and school chaplain.
- To organise and attend events and activities that raise the profile of Religious Education and Catholic ethos across the school community.
- To report to the Governing Board where appropriate.
- To actively fulfil and uphold responsibilities as an Assistant Headteacher and member of the school's Senior Leadership Team.
- To be responsible for the leadership and development of RSE across the school.





- To be responsible for the Religious Education department budget and establish resource and staff requirements as needed, informing the line manager and Director of Finance of costs and priorities. Distribute subject resources most effectively to meet the objectives of the school.
- To lead the development of subject links with partner schools and community and to effectively promote open day/ evenings and other events.
- To attend Diocesan inset as relevant and required.

Teaching & Learning

- To be an outstanding classroom practitioner.
- To lead professional development of staff through example and support.
- To ensure that Religious Education teachers are clear about teaching objectives, understand the sequence of teaching and learning in the subject, follow the requirements of the exam board and the Catholic Education Directory and communicate this to students as needed.
- To evaluate and monitor teaching and learning and the progress of students in Religious Education through learning walks, department meetings, work scrutiny and data analysis, identifying and implementing appropriate strategies to raise the quality of teaching and achievement levels as needed.
- To support and guide colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of the full range of students.
- To establish and implement clear policies and practices for assessing, recording and reporting on student achievement in line with school policy.
- To liaise with parents as needed to ensure that they are fully involved and informed about all issues of progress and intervention.
- To work with the Inclusion and Pastoral staff to ensure that SEN and PP students have specific targets in Religious Education and that work is matched to students' needs as required.

Management of staff (inclusive of Assistant Headteacher responsibilities)

- To be involved in the appraisal and line management of members of the Religious Education team, delegating responsibility to postholders as appropriate.
- To line manage the Chaplain, Head of PSHE and other departments as required and be involved in the appraisal and line management of these.
- To ensure that all school policies are consistently implemented. This may include being on call and supporting with additional duties at breaktime and lunchtime.
- To ensure newly qualified staff and staff new to the Religious Education department receive appropriate support.
- To support other staff outside of the department in improving their craft as required, particularly in a department which is line managed as an AHT.
- To ensure a stimulating but safe working environment in which risks are regularly assessed regarding safeguarding, health and safety and educational visits policy.

Safeguarding

- To participate in Safer Schools training for recruitment.
- To uphold and support all safeguarding requirements, including being leadership trained (this will be provided).





Notes

- This job description sets out the main duties of the post at the date when it was drawn up; it does not provide an exhaustive list of duties. Duties may vary from time to time without changing the general character of the post or level of responsibility.
- The appointment is subject to the current conditions of service for teachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the Director of Religious Education and religious life of the school shall consult, where appropriate, the governing body, the diocese, the local authority, the staff of the school, the parents of its students and the parish/es served by the school.

About Our School

Trinity Catholic High School is large Catholic comprehensive school situated in the London Borough of Redbridge and within the Diocese of Brentwood. Highly regarded in the area, we have a reputation for excellence in all aspects of our service to the children in our school and the wider community. Many of our staff are long-serving; 10 years plus which highlights their happiness and commitment to the school. Many ex-students choose to send their own children to Trinity.

The highest standards relating to Teaching and Learning are a feature of daily life at Trinity and these significantly and positively impact student progress and attainment which are demonstrated by our excellent exam results.

Trinity's Section 48 report (January 2020) states that "Trinity Catholic High School is an outstanding school and a beacon of high-quality Catholic education. It has an excellent reputation in the local community and beyond and it is rightly seen as a flagship school for the Diocese of Brentwood". The report also emphasises that "Catholic life at Trinity Catholic High School is outstanding and is of the highest quality" and "Every aspect of Collective Worship at the school is outstanding".

We are seeking a professional who is:

- ✓ A practicing Catholic who wants to help transform the life chances of young people.
- ✓ An inspirational thinker who wants the opportunity to have considerable impact on outcomes for our young people and is committed to the very highest standards of student learning.
- ✓ A team player who thrives in a supportive, collegiate environment.
- ✓ An excellent classroom practitioner with a drive for self-improvement and development.
- ✓ Keen to challenge and enthuse our diverse student population.

We can offer the successful candidate:

- ✓ A supportive and collegiate approach to staff development. We have a strong commitment to professional development and wellbeing, including access to all CPD provision.
- ✓ The opportunity to work with a highly experienced Headteacher and forward-thinking Senior Management Team.
- ✓ Non-contact time and Planning, Preparation and Assessment time (PPA) at Trinity is generous and above the national minimum requirement of 10% of your timetable.
- ✓ A team of highly motivated and talented teachers that work collaboratively to raise standards and secure achievement for all students.
- ✓ A well-resourced school and a stimulating environment that is conducive to high quality teaching and learning.



Your Application

The School can only accept applications made on our school leadership application form. Download our application form from our website: www.tchs.org.uk/about-us/employment/

- Tel: 020 8504 3419
- Email: recruitment@tchs.org.uk
- Closing date for applications: Weds 18th June 2025 – 12 Noon
- Interviews take place: Week commencing 23rd June
- Early applications are welcome

Trinity Catholic High School is committed to safeguarding children. Further details of this can be found on our website <https://www.tchs.org.uk/about-us/safeguarding/> Successful candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and a satisfactory enhanced check with the Disclosure and Barring service (DBS).

Please note, due to high volumes of applications only shortlisted candidates will be contacted. We reserve the right to call applicants to interview prior to the closing date.

Person Specification - AHT - Director of Religious Education and religious life of the school

All areas will be assessed by application and at interview.

Qualifications	Essential	Desirable
Educated to degree level in the identified subject	✓	
Qualified Teacher Status	✓	
Good Honours Graduate	✓	
Able to teach Key Stage 3, 4 & 5	✓	
Evidence of commitment to ongoing professional development	✓	
Relevant middle leadership development	✓	
Excellent knowledge of subject area	✓	
Management experience in subject area of a key stage		✓
Background and Experience	Essential	Desirable
Committed and practising Catholic	✓	
Substantial recent and successful teaching experience in secondary schools	✓	
An outstanding classroom practitioner	✓	
Experience of leading school improvement	✓	
Excellent understanding of current, relevant issues and national developments in education	✓	
Excellent skills in the use of data to evaluate student progress	✓	
Excellent use of assessment and feedback to promote rapid progress of students	✓	
Evidence of leading creative and innovative approaches to teaching and learning	✓	
Experience of supporting colleagues to improve practice	✓	
Experience of observation, feedback and coaching to improve quality of teaching and learning	✓	
Can provide evidence of rapid progress of students at GCSE and A Level		✓



Professional Knowledge and Understanding	Essential	Desirable
Understand the characteristics of high-quality teaching, learning and achievement for all students	✓	
Excellent understanding of effective pedagogy	✓	
Understand the wider characteristics that form a successful school	✓	
Knowledge of the professional standards for teachers	✓	
Skills	Essential	Desirable
Have high expectations of self and others in all aspects of school life, and provide a role model for students and staff	✓	
Able to secure school improvement and build a high performing team	✓	
Ability to contribute to leadership of change at department/ school level	✓	
Excellent organisational skills to meet deadlines and manage workload of self and others	✓	
Able to develop positive and meaningful relationships with students	✓	
Able to give good quality feedback to students and staff	✓	
Able to anticipate problems and find solutions	✓	
Excellent communication skills (oral and written)	✓	
Able to manage challenging behaviour of students and support colleagues to manage behaviour	✓	
Capacity to manage a budget and resources to support improvements in learning	✓	
Excellent ICT skills and able to make appropriate use of ICT for learning	✓	
Personal Qualities and Attributes	Essential	Desirable
Capacity to plan and deliver a vision for RE	✓	
Cares deeply about the success of every child and every member of staff	✓	
Committed to continuous school improvement	✓	





Personal Qualities and Attributes continued	Essential	Desirable
Credibility, presence and the capacity to provide leadership at department/school level	✓	
Able to gain respect of students, parents, staff and governors	✓	
Awareness, understanding and commitment to the protection and safeguarding of children and young people	✓	
Open to advice, feedback and professional development	✓	
High integrity: honest, trustworthy and reliable	✓	
Can take difficult decisions and manage challenging conversations	✓	
Participation/ development of extra-curricular activities	✓	
Commitment to equal opportunities	✓	
Willingness to undertake an enhanced Disclosure and Barring Service(DBS) check	✓	





Why work at Trinity Catholic High School

- All staff receive non-contact time which is above the national average
- All staff are provided with a laptop
- All staff have access to Schools Advisory Service wellbeing services, including physiotherapy and yearly health screening
- Supportive SLT
- Comprehensive CPD Programme including access to national professional qualifications
- Outstanding student behaviour
- Supportive to staff wellbeing and managing workload
- Caring and affirming culture and ethos
- Opportunities for career development and progression

