



Second in Charge of Religious Education

Reporting to:	Head of R.E. Department
Contract:	Full time
Start date:	January 2026
Salary:	MPS/UPS + Outer London Pay £36,414-£53,994 FTE
Allowance:	N/A
Disclosure level:	Enhanced

The Role

We are looking for a highly capable and committed Second in Charge of Religious Education to support the Head of Department in leading and developing our R.E. provision. You will teach across the key stages, contribute to curriculum planning and assessment, and work with the department to maintain high standards of student achievement and engagement. We are looking for strong subject knowledge, leadership potential, and a collaborative mindset.

- *Students follow the Edexcel Religious Education syllabus at GCSE and OCR at A Level.*
- *All classes are taught in mixed ability groups from Year 7 upwards.*
- *The Religious Education Department achieves outstanding results at all key stages.*
- *There is an opportunity to teach KS5 if the successful applicant has experience.*

About Trinity Catholic High School

Trinity Catholic High School is a mixed, voluntary aided Catholic school in the Diocese of Brentwood, proudly serving the community for more than fifty years. Situated in the heart of Woodford, Trinity provides a welcoming, calm and purposeful environment where students are nurtured, inspired and encouraged to flourish. Rooted in Gospel values and guided by the principles of Catholic Social Teaching, we are committed to forming compassionate, confident and socially responsible young people.

Our students benefit from a strong tradition of academic excellence, outstanding pastoral care and a wide range of enrichment opportunities that enable every individual to grow in character, develop their talents and make a meaningful contribution to society.

We are seeking a professional who is:

- ✓ An enthusiastic RE specialist with the ability to teach all key Key Stages.
- ✓ Passionate about RE education and has excellent subject knowledge.
- ✓ Ambitious and committed to the very highest standards of student learning.
- ✓ Keen to challenge and enthuse our diverse student population.
- ✓ An excellent classroom practitioner with a drive for self-improvement and development.

We can offer the successful candidate:

- ✓ An opportunity to work with an experienced Headteacher and forward-thinking and supportive Senior Leadership Team
- ✓ A pleasant environment conducive to high quality teaching and learning with friendly and motivated staff across the school
- ✓ A caring and affirming culture and ethos with a staff social committee who regularly organise events to enhance this
- ✓ Opportunities for professional development and progression including support for NPQs
- ✓ Well-resourced and well-managed departments with a collaborative attitude to classroom management and commitment to raising standards and securing achievement for all students
- ✓ Well behaved students that are keen to achieve and are respectful of their teachers.

- ✓ Support for staff wellbeing through access to SAS wellbeing services, including
 - 24-hour GP helpline
 - Health screening service
 - Medical support services
 - Physiotherapy
 - Counselling
- ✓ Fair allowances for staff requiring leave of absence beyond that relating to illness
- ✓ Non-contact time which is above the national minimum requirement of 10% of timetable
- ✓ Cycle to Work schemes

Your Application

The school can **only accept applications** made on our school application form or by using the on-line TES 'Apply Now' function. The completed form should be submitted via email to recruitment@tchs.org.uk.

To download our application form please click [here](#)

Please note the closing date for applications is 1st December 2025

Early applications are welcome

We are committed to safeguarding and promoting the welfare of our pupils. Candidates must be willing to undergo child protection screening. This will be to obtaining a satisfactory enhanced Disclosure and Barring Check (DBS). Further details of this can be found on our website: <https://www.tchs.org.uk/about-us/safeguarding/> All applicants will be subject to social media checks in line with *Keeping Children Safe in Education (KCSIE) 2024*.

Applicants must provide 2–3 referees, including one with access to their employment records. Consent must be obtained from referees. Please refer to the **Notes for Applicants** guidelines for full details.

We reserve the right to close the vacancy early if we receive a volume of suitable applicants. Please note that only candidates selected for shortlisting will be contacted, due to the high volume of applications.

Job Description

1. To consistently plan and deliver outstanding lessons that will allow stimulating and enjoyable learning to take place.
2. To provide clear structures for lessons which maintain pace, inspiration, motivation, differentiation and challenge for all students and their individual abilities meeting the needs of all learners.
3. Set high expectations for students' work and behaviour. Use teaching methods which sustain the momentum of students' work and keep all students engaged in purposeful learning drawing on current pedagogical developments and research.
4. To teach across the age and ability range as necessary and as requested and contribute to students' opportunities and enrichment within the department and across the school. To ensure that all classes are taught according to school policy and that National Curriculum and examination syllabus regulations are carefully followed at all times.
5. To participate fully in curriculum development and curriculum review, updating and adapting existing units of work or developing new ones as requested. As Second in Charge, to take a lead role in specific curriculum areas or initiatives as delegated by the Head of RE.
6. Ensure that students acquire and consolidate knowledge, skills and understanding in RE.
7. To participate in the programme of after school revision classes according to department requirements.
8. Set, mark and monitor students' classwork and homework in line with school policy and practice, providing constructive oral and written feedback and set targets for students' progress, according to the school's assessment policy and practice.
9. Ensure effective and timely verbal and written feedback to students to assist their progress and ensure that school and departmental marking and assessment policies and practices are followed.
10. Monitor and track individual students' progress and employ strategies for intervention at class or department level in liaison with the Subject Leader, where they are underachieving and not reaching their target levels/grades.
11. Participate in the evaluation of teaching at departmental and individual level in order to improve effectiveness. As Second in Charge, contribute to supporting colleagues with classroom practice where appropriate.
12. To support the Head of RE in all matters of quality assurance. This includes assisting in reviewing teaching and learning, observing lessons where appropriate, and contributing to departmental improvement planning.
13. To keep a detailed and accurate Teacher Planner in accordance with school policy and ensure that assessment records both written and on central registers are maintained up to date.
14. Take responsibility for personal professional learning and development and keep up to date with research and developments in relevant subjects. To engage actively in the Performance Management Review process. To keep up to date with national developments related to the subject area.
15. Under the reasonable direction of the Headteacher carry out the professional duties of a school teacher as set out in the School Teachers Pay and Conditions Document.
16. To ensure that all policies and procedures as outlined in the school and departmental handbooks are adhered to and actively promoted.
17. To attend regular department meetings and to liaise with the relevant staff to ensure that they are kept up to date with key issues. As Second in Charge, support the Head of RE in leading meetings and communicating departmental priorities when required.
18. To ensure the effective, efficient deployment of classroom support.
19. To be responsible for the maintenance of subject displays in a designated classroom or area.
20. To liaise fully with staff and parents as necessary with respect to all aspects of their students' progress
21. To play a full part in the life of the school community to support its distinctive Catholic mission and ethos and to encourage staff and students to follow this example.
22. To act as a form tutor and carry out the duties associated with the role as outlined in the generic job description.
23. To assist in the implementation of the behaviour management system in the school so that effective learning takes place.
24. To be responsible for the safeguarding and promoting the welfare of children/young adults.
25. To undertake any reasonable task as directed by the Headteacher or Line Manager.

26. As Second in Charge, deputise for the Head of RE when required, including oversight of day-to-day departmental operations, supporting staff, and contributing to strategic planning.
27. Take responsibility for leading designated departmental projects, initiatives or key stages as agreed with the Head of RE.

Person Specification – Teacher of Religious Education

All areas will be assessed by application and at interview.

Qualifications	Essential	Desirable
Educated to degree level in the identified subject	X	
Qualified Teacher Status	X	
Able to teach Key Stage 3, 4 & 5	X	
The Catholic Certificate in Religious Studies (CCRS)		X
Background and Experience	Essential	Desirable
Experience of assessment, recording and reporting processes	X	
Substantial recent and successful teaching experience in secondary schools	X	
Excellent classroom management skills with the ability to ensure that positive behaviour is a constant feature of the classroom environment	X	
Ability to demonstrate outstanding teaching practice that is inclusive of all student groups	X	
Excellent communication skills (oral and written) with children, parents and other members of our school community.	X	
Excellent ICT skills and able to make appropriate use of ICT for learning	X	
Experience using SIMS (or similar) software		X
Evidence of effectively using assessment data to inform teaching/learning in the classroom	X	
Able to work on one's own, using one's own initiative	X	
Professional Knowledge and Understanding	Essential	Desirable
Understands the characteristics of high-quality teaching, learning and achievement for all students	X	
Actively promote the Catholic Ethos of the School	X	

Skills	Essential	Desirable
Able to manage challenging behaviour of students and support colleagues to manage behaviour	X	
Able to anticipate problems and find solutions	X	
Able to develop positive and meaningful relationships with students	X	
Excellent organisational skills to meet deadlines and manage work load of self and others	X	
Able to give good quality feedback to students	X	
Personal Qualities and Attributes	Essential	Desirable
A commitment to equal opportunities and to valuing the achievements of all	X	
The ability to reflect on own teaching practice, adapting teaching strategies and techniques based on departmental/senior leadership team feedback	X	
To have self-confidence, energy, reliability and commitment.	X	
Commitment to participation in the extra-curricular program of the school	X	