



JOHN F KENNEDY CATHOLIC SCHOOL

INSPIRE • ACHIEVE • SERVE



Teacher of Religious Education (full or part-time)

Information for applicants



Diocese of Westminster

Headteacher Mr Paul Neves BSc (Hons), MA, PGCE, NPQH
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Teacher of Religious Education (full or part-time)

Start date: September 2023

Salary: MPS/UPS plus London Fringe

Introduction

Thank you for your interest in this post at John F Kennedy Catholic School (JFK).

The Governors and I are seeking to appoint an enthusiastic Teacher of Religious Education to join this supportive and successful department, building upon the current high standards. The successful candidate will be an inspiring, dynamic teacher with a passion for learning and have the vision to develop further in this popular and successful department.

A practising Catholic applicant would be preferable otherwise applicants of faith with a commitment to support the Catholic ethos would be accepted.

You will have a good track record of excellent classroom practice, be committed to high standards of learning and student progress, with the energy and vision to build on current progress and have ambitions for yourself and our school.

I hope that you find the following details useful and informative. They are intended to help you to decide whether or not JFK is the school in which you would be happy, be able to make a positive contribution and prepare yourself for the next stage of your career.

John F Kennedy Catholic School

JFK is a mixed 11-18 comprehensive school located in the suburban environment of Hemel Hempstead. It is a voluntary aided school with approximately 1124 students on roll. The school enjoys an excellent reputation and is always over-subscribed; for the 2022-23 intake of 180 places there were 500 applicants, with 179 putting JFK as first choice. The intake has, in recent years, been almost entirely Catholic - currently 91% of students. JFK serves the Catholic communities of Hemel Hempstead and a very wide surrounding area, including parts of Hertfordshire, Luton and Bedfordshire; in addition to seven main feeder primary schools, it regularly takes children from over twenty other schools. Unsurprisingly, its students come from a diverse socio-economic background, ranging from a very affluent commuter town to an area with high social deprivation. Overall, however, the school deprivation factor is just below the national average. Currently 8% of students are eligible for Free School Meals. The number of students from minority ethnic backgrounds has increased over the past ten years and is now above the national average. The prior attainment of students is significantly higher than the national average. Additionally the profile of current cohorts is generally skewed towards the 'middle' and 'high' prior attainment categories. The local parish church, St Mark's, is on the school site and the Parish Priest of the Hemel West Parish supports the liturgical life of the school.

JFK's most recent inspections were: Section 8 in March 2017 and Section 48 in December 2017. The headline outcomes for these inspections were all judgements of 'good'. In terms of results our most recent Progress 8 scores were: 0.09 in 2017, 0.25 in 2018 and 0.05 in 2019.

At A level, our results have been stable in recent years, and have been broadly average compared with national figures. Our most recent L3VA scores were -0.05 in 2017, -0.17 in 2018 and -0.07 in 2019.

Visitors to the school frequently comment on the ethos and atmosphere they sense as they come to the school for the first time. This friendliness and sense of community is part of something wider; it is rooted in the fact that we are a Catholic school. As such, everything that we do is based on our Mission Statement, summarised by words: Inspire • Achieve • Serve. We are an inclusive school that values the uniqueness of each member of our community. In this way we uphold the Gospel values and ensure that everyone has the opportunity to fulfil their potential.

Outside the formal curriculum there have always been numerous opportunities for students to take part in a very wide range of activities. These include drama, sport, music, retreats, trips at home and abroad and the Duke of Edinburgh Award Scheme. All the opportunities offered for students' personal development are summarised by the 'JFK Journey' that is displayed throughout the school.

The RE Department

The RE Department consists of six specialist teachers, some of whom are part time and two non-specialist. It is a lively and energetic team with a vision of Religious Education as interactive, enjoyable and crucial for the formation of young people. The department is very well resourced and is located adjacent to St. Mark's Church which is within our school campus. To support the Catholic life of the school, we have a full time Leader of Youth Ministry, who in turn is supported by the RE Department.

At Key Stage 3 students are taught in form groups. The syllabus is in line with the RE Curriculum Directory.

At Key Stage 4 the students follow the Edexcel courses "Study of Religion (Roman Catholicism)", "Study of Second Religion (Judaism)" and "Philosophy & Ethics". All students are entered for a GCSE qualification with pleasing results (2022 - 28% 9-7 & 65% 9-5).

At Key Stage 5 students follow the Edexcel A Level Philosophy, Ethics & Scripture options and we have developed an in-house programme for Sixth Form Core RE which is accredited by NOCN.

The school organises retreat days for all the students; KS3 have day retreats and KS4 have a residential option. The department also organises an annual 'Yr7 charity sleepover' in the RE Block, and a bi-annual pilgrimage which for the 2019-20 academic year was to Krakow and this year includes two separate trips to Rome. There is a strong liturgical emphasis: RE classes prepare the liturgy and participate in the weekly Mass which takes place in St Mark's Church, along with Seasonal Liturgies and Masses.

JFK and the future

I believe there are many features that make JFK a great school but I also recognise there are areas needing development. We must never be complacent and we must embrace new ideas that will benefit the educational opportunities of the students in our care. A current major initiative is the introduction of Google for Education, which is being phased in one year at a time and means that since September 2022 all students in Years 7-11 have their own Chromebooks and the ability to access learning via Google Apps.

Next steps

I hope that having read this letter and the information about the school that you will choose to apply. To do so, you are asked to complete the application form in full but instead of a supporting statement please write a letter of application which relates your experience to the job description and person specification. In your letter you should also outline your personal

educational philosophy, your vision and the contribution that you can make to John F Kennedy Catholic School.

Please post your application or submit it to Ms Eva Final by email to: efinal@jfk.herts.sch.uk

Closing date for applications: 9.00am, 17th April 2023
Interviews will be scheduled w/c 24th April 2023 or earlier

I am always happy to welcome visitors to the school and I would strongly encourage you to come and visit us to see the school for yourself. If you would like more information about the school please visit our website www.jfk.herts.sch.uk where you will find our online prospectus and other information. If you would like to know more about the post itself or to arrange a visit, please do not hesitate to contact my PA, Ms Eva Final (email: efinal@jfk.herts.sch.uk), who will be very happy to help you.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'P. Neves'.

Mr Paul Neves
Headteacher



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Person Specification – Teacher of Religious Education

Qualifications:

- A Honours graduate
- Qualified Teacher Status

Professional Experience:

- Ability to teach Religious Education up to KS4
- Ability to teach KS5 Core Religious Education
- Ability to teach A Level would be desirable
- High expectations of students
- Effective communication skills
- High standards of classroom management
- Knowledge and use of ICT in teaching and learning
- Commitment to continuing professional development
- Knowledge of current curriculum developments
- Knowledge of safeguarding requirements

Personal Qualities:

- A practising Catholic would be preferable
- Commitment to support the Catholic ethos
- Commitment to team working
- Commitment to equal opportunities and the equal value of all members of the school community
- High personal standards – dress, conduct and presentation

Note:

We are committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS check is required for this post.



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Job Description – Teacher

Reporting to: Subject Leader

Responsible for: teaching and learning of assigned students

Liaising with: Subject Leader, Assistant Subject Leader and relevant staff with cross-curricular responsibilities, Pastoral Leaders, relevant support staff, staff across WDPfL, LEA/Diocesan staff as appropriate, parents and students

Purpose

With a clear understanding and focus on how students learn each teacher is expected:

- to give full support to the School's distinctive Catholic ethos and act as an appropriate role model
- to instil in students a positive attitude to learning
- to support students in their spiritual, moral, social, cultural and academic development
- to contribute to curriculum development in order to improve the quality of student learning and to raise standards of student attainment and achievement within the Department
- to be accountable for student progress for groups taught
- to be accountable for delivering a relevant and differentiated curriculum
- to promote and contribute to activities that enhance and extend the curriculum
- to support links with home, parish and the wider community
- to develop and enhance one's own pedagogy and practice
- to use available resources efficiently and effectively

Key Responsibilities

Teaching and Learning

- Understand the distinctive contribution that the subject makes to the whole curriculum and the fulfilment of the School's Mission Statement
- Carry out teaching duties in accordance with the Department's schemes of work and the defined National Curriculum
- Keep up-to-date with developments in pedagogy and practice
- Evaluate one's own teaching methods in the light of developments
- Contribute to the development of teaching and learning within the Department
- Support students in their spiritual, moral, social and cultural development
- Plan and prepare courses and contribute to the production and preparation of schemes of work
- Plan and deliver lessons and other learning activities in accordance with schemes of work
- Ensure that the content of teaching materials is in line with Catholic teaching
- Provide suitably differentiated materials in order to challenge all students
- Work closely with teaching assistants in delivering "personalised learning", liaising with other colleagues to deliver units of work in a collaborative way where appropriate
- Set targets for student attainment levels (using prior data provided)
- Set work for students absent from lessons in accordance with School policy
- Set appropriate work for classes when absent, including work for sixth form students, and send this to the Subject Leader
- Cover classes for absent colleagues as required, teaching the students where practicable

- Contribute to the extra-curricular learning opportunities offered, including sessions to support revision and coursework
- Take part in the review, development and management of activities related to both the curriculum and pastoral functions of the School

Assessment, Recording and Reporting

- Maintain a “teacher planner” that includes lesson plans, student attendance, student data as appropriate, the recording of student attainment, and homework set
- Set, mark and return work, offering feedback for improvement and progress for each student as per the department assessment and feedback policy
- Undertake regular formal and informal assessment of student progress, including the setting and marking of tests and internal examinations
- Monitor student attainment and achievement against targets and respond appropriately to findings
- Use assessment information to ensure that achievements are set in the context of the whole child
- Monitor, record and report on the personal and social needs of students as appropriate
- Liaise with the Pastoral Leader to ensure the well being and sound progress of students
- Communicate with persons and bodies outside the School as appropriate
- Provide assessment reports when periodically required within the School’s assessment cycle and additional “round robin” reports when specifically requested
- Prepare subject reports in accordance with School policy
- Provide oral and written assessments of individual students and groups of students as required
- Liaise with parents on students’ progress
- Work within the code of practice relating to Special Educational Needs
- Ensure examination entries are passed on to the Subject Leader in good time, with students being entered at the correct level for their potential ability

Professional Standards

- Set a good example in terms of professional dress and appearance, punctuality and attendance
- Uphold the School’s Behaviour and Uniform policies in a consistent, firm and non-confrontational manner
- Supervise students before, during and after school sessions as appropriate and in keeping with the duty rota
- Attend assemblies
- Maintain a purposeful and calm atmosphere in the classroom and other learning areas and consistently apply the School’s prescribed sanctions and rewards
- Carry out suitable evaluation and analysis of examination results and performance at the beginning of the academic year discussing with the Subject Leader, both the achievements and any corrective actions which might subsequently follow
- Keep abreast of relevant curriculum developments and innovations
- Participate in arrangements for performance management and as a consequence, take responsibility for one’s own personal development and progression making full use of the School’s professional development opportunities and training
- Attend briefing, team meetings, staff meetings and other meetings as appropriate, contributing actively whenever possible
- Promote the work of the Department and School at events e.g. Open Evenings
- Contribute to the formulation of the Departmental Development Plan, taking account of whole school priorities and judgements from the CSED (Catholic Self-Evaluation Document)
- Ensure Departmental and School policies and procedures are implemented as expected

- Ensure Health and Safety policies and practices, including Risk Assessments, for all teaching groups and activities undertaken are in line with School and national requirements and are updated where necessary