



St Catherine's BRAMLEY

Patron: Her Majesty The Queen

Headmistress: Mrs AM Phillips MA Cantab

Charitable Objects of St. Catherine's School

The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day school or schools for girls in which the teaching shall be in accordance with the principles of the Church of England.

Child Protection Statement - St. Catherine's is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and an enhanced DBS with barred list check.

The post-holder will be responsible for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact and must adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to one of the School's Designated Safeguarding Leads.

Job Description for Teacher of Religious Studies Full or Part time (at least 0.85)

About St. Catherine's School

St Catherine's was founded in 1885 and in 2020 celebrated 135 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association, with 850 pupils aged between 4 and 18. The Prep School has 225 pupils aged 4 to 11 and the Senior School 625 pupils aged 11 to 18, of whom some 165 are in the Sixth Form and 170 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and in the Surrey Hills Area of Outstanding Natural Beauty.

St Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School was inspected for Compliance and Quality of Education in October 2016 by the Independent Schools Inspectorate and the report may be viewed [here](#). A compliance inspection in October 2019 found all the Independent Schools Standards Regulations and National Minimum Standards for Boarding fully met. Our Good Schools Guide Reviews can be found [here](#).

We seek to appoint from September 2023 or January 2024 an enthusiastic and energetic part-time teacher of Religious Studies to work with classes throughout the Senior School.

Personal and Professional Qualities Required

We are looking for a committed teacher who is an energetic and enthusiastic RS practitioner. Experience in teaching RS at KS3, GCSE and A Level would be an advantage, but most importantly he/she should be energetic, flexible, innovative, friendly and enthusiastic about his/her subject. There is the possibility of

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some English teaching for an applicant who can offer this. Working as part of a team is vital and he/she should be able to work constructively within a closely knit and very busy Department. It is essential that the person appointed enjoys working with young people.

The successful candidate should be ready to contribute to the range of tasks associated with a busy Religious Studies department. These duties will range from contributing to the review and preparation of the RS teaching programme to assisting the HoD in procedures for entering girls for public examinations and preparing internal assessments. Precise Departmental responsibilities will be negotiated with the Head of Department.

The Department

The aim of the Religious Studies department at St. Catherine's School is that pupils should appreciate and appraise the teachings and practices of Christianity and other world religions, and that they should be encouraged to develop their own beliefs and values.

The RS department currently has 4 members. The Head of Department teaches RS full time and there are 3 other colleagues, 2 of whom have significant responsibilities within other areas of the school community: the School Chaplain and the Director of Staff. All colleagues share responsibilities for aspects of departmental life such as devising schemes of work for particular year groups and the implementation of new teaching and learning strategies. The spirit of the Department is collaborative with the sharing of resources at all levels.

Religious Studies courses at St Catherine's

The RS programme at St Catherine's Senior School is designed as a whole package to ensure the effective progression in the pupils' knowledge and understanding of Religious Studies from U3 (Year 7) to U6 (Year 13). The Department liaises with the Prep School to provide continuity in learning as our Prep School pupils progress into the Senior School.

Religious Studies is taught as a core subject in the curriculum in the first two years of the Senior School (U3-L4) where students study the six major world religions.

At GCSE, pupils opt in Year 9 for either the AQA short course, taking a GCSE Short Course in Year 10, or can make the AQA full course one of their main subject options, sitting their GCSE papers in Year 11. The religions we study at GCSE are Christianity and Islam.

The RS department follows the OCR board A Level course, offering modules in Philosophy of Religion, Religious Ethics and Developments in Christian Theology.

Public Examination Results

The results at all levels are excellent.

In 2022 at GCSE the short course results were 95% 9-7 (51% 9) and 100% 9-6. The GCSE full course results were 85% 9-7 (71% 9), and 100% 9-6. At A level results were 100% A*-B (33% A*).

Practical Information about the Post

The Teacher of Religious Studies will teach at least a 0.85 timetable and this post could potentially be full time.

The precise teaching commitment will be sensibly devised to take into account the strengths and interests of the successful candidate. Opportunities for training and further professional development

will be provided. The successful candidate would be expected to attend training courses both within school and outside, inevitably involving hours beyond their usual contractual week.

The successful candidate will be expected to:

- be focused on Safeguarding of pupils at all times
- be responsible for the regular setting and marking of written and oral work, both in class and for preparation.
- to keep up-to-date records of the attainment progress of all pupils taught, monitor these and take special action where necessary, also consulting/informing the Head of Department.
- ensure that marking standards reflect the agreed departmental norms and the School Marking Policy.
- take part in all departmental activities, as required by the Head of Department: departmental meetings, setting and marking of examinations, etc.
- take a share of the departmental activities, which fall outside the school day, as required by the HoD, e.g lectures, extra-curricular activities etc.
- become involved in the extra-curricular activities of the School as a whole, depending on the interests/particular talents of the candidate.
- attend all required school functions, as directed by the Headmistress: staff meetings, parents' evenings, prep duty, etc.
- know, and adhere to all school and departmental policies.

High standards are expected of staff as well as pupils, but in a lively and supportive atmosphere, where communications are excellent. Staff room facilities are good and the Department is well resourced.

Being an iPad School

We are committed to using digital learning alongside traditional educational values to offer the best of both worlds. The technology is there to support the learning. We make use of the iPads to redefine what we can do in a classroom to encourage collaboration, and to stretch, challenge and support students.

In 2014 St Catherine's became an iPad School, and all students from Year 5 to Year 9 have iPads that are the property of the School and are managed by the IT Department. Years 10 to 13 have their own iPads and/or laptops of choice in the Sixth Form. Staff are not required to have an iPad but are welcome to use any private device to facilitate their teaching. A laptop-style device is provided by the School, to colleagues who are required to present teaching materials in a classroom. All rooms are provided with wired/wireless mirroring solutions and projectors/LFDs. Staff *are* required to ensure that all resources needed for teaching are made available in an electronic format (Google Classroom and Microsoft Teams are our current chosen platforms) for downloading by girls and reading on the iPad. Strong general ICT skills are therefore a requirement, though high levels of technical ability in ICT are not. ICT training and support are delivered to all colleagues.

Support is freely available to all staff from the Director of Digital Technologies and the Head of Digital Learning.

Extra-Curricular Activities

All members of staff are asked to make a contribution to some areas of the extra-curriculum and from time to time to assist with an occasional evening event to help support events like the school plays or major concerts. These can often be combined with watching the girls in action in another sphere from the classroom and seeing another side to them which can be very helpful. All part-time and full-time staff also contribute, pro rata, to supervising Day Girls prep. time in the Library after school from 4.30pm to 5.30pm or 5.30pm to 6.30pm respectively roughly twice per term. Part-time colleagues are asked to staff the earlier slot that fits in with their timetables.

Statutory ECT Induction, Staff Induction, Staff Review and Continuing Professional Development

The School offers statutory ECT induction, as provided by the Independent Schools' Council, and a strong and well-established system of mentoring and support for ECTs. We have a well-established Initial Teacher Training Programme and consider applications from good graduates seeking school-based teacher training. All new staff are given electronic access to a Staff Handbook and School Policies well ahead of their joining the School and are given full induction training at the start of their first term. Subsequent twilight sessions also offer training in other specific areas, e.g. report writing.

The School is committed to the continuing professional development of its staff and there is an annual review procedure, conducted by a line manager. INSET opportunities are provided for the whole staff three times a year, and for individual staff, often arising out of discussions during the annual review.

St Catherine's School is committed to the proper Safeguarding of its students. All staff are required to undertake Child Protection Training as part of their induction and every three years thereafter, and to undertake Prevent training.

Pastoral Roles

Posts within the pastoral house system of the School may also be available for the interested applicant for full-time posts. These are remunerated separately but are broadly the equivalent of form tutor responsibilities and applicants should state an interest in this additional responsibility in their application if it appeals. If such a post is not available initially, other opportunities will arise from time to time and will be advertised in the Staff Room.

Remuneration

Salary will be based on the St. Catherine's Salary Scale and will be commensurate with the qualifications and experience of the candidate.

The School contributes towards the Teachers' Pensions Scheme.

All teaching colleagues are offered medical insurance cover which is a taxable expense and is pro rata for part-time staff.

Accommodation

Accommodation on site may be available in return for boarding duties. Opportunities can be explored at interview.

Other Benefits

Lunch is provided daily and all staff enjoy access to the School's leisure facilities for a small one-off joining fee: pool, tennis courts, squash court, fitness suite - when these are not in use by the girls or other visiting courses. Other meals will be provided if staff are required to work during the evenings. Other meals such as breakfast and supper may be taken regularly for a very modest charge, payable in advance.

A fees concession of 50% is offered for the education of daughters of full-time members of staff at St Catherine's if a place is available and the girl passes the entrance examination. For part-time staff any fee concession is calculated on a pro rata basis.

Full time teaching staff in the Senior School currently have an allocated free half day each week, usually an afternoon, or some other equivalent block of non-contact time, *if this can be timetabled*. However, this is a non-contractual privilege and it is expected that the member of staff would remain in school

during this time if there were a special school event requiring his/her attendance, or if he/she needed to catch up on work after some days' sickness leave, for example, or an INSET day out of School.

Applications

The application form should be returned to the Senior HR Administrator by **12 noon on Monday 12th June 2023** and should take the form of:

- a letter of application relating to the specific job description for the post,
- the completed Application Form provided with these details/found on the School website at www.stcatherines.info/welcome/job-opportunities
- a curriculum vitae if you wish to submit one to complement the above documents

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the Senior HR Administrator by email on jobapplications@stcatherines.info.

Thank you for your interest in St Catherine's School.

Mrs Alice Phillips
Headmistress
May 2023