



OUR LADY & ST. BEDE

CATHOLIC ACADEMY

Head of RE

Application Pack



Proud to be a part of the

DIOCESE OF **Hexham & Newcastle**



A Proud Member of

**BISHOP
HOGARTH**

Catholic Education Trust



Join our School as

Head of RE



Our Lady & St. Bede's Catholic Academy

Bishopton Road West, Stockton-on-Tees, TS19 0QH



Salary Range: £32,916 – £51,048



Reporting to: Assistant Headteacher



Responsible for: Teaching staff and other relevant personnel within the department



Headteachers Welcome

Thank you for your interest in our post of Head of Religious Education at Our Lady and St. Bede Catholic Academy.

Following an expansion of our Senior Leadership Team and an internal promotion, we are excited to now be recruiting a Head of Religious Education to complement our existing dynamic team. We place great importance on the education of the whole child and the importance of Catholic Education.

The successful candidate will work closely with colleagues to shape the direction of the Religious Education department and play a pivotal role in securing excellence within Religious Education. We are a team that values hard work, integrity and moral purpose. We work together to make a difference to those we serve; always seeking to be the best we can be.

To aid further school development in key areas, we are looking for a driven, motivated, positive, creative and proactive leader to join our forward-thinking team.

The successful candidate will inspire both pupils and colleagues and be someone who other people look to for ideas, advice, inspiration, and support.

They will play a major role in continuing to drive the achievement and standards across the department and be instrumental in fostering a distinct Catholic ethos centred upon the life and teachings of Jesus Christ.

We are very proud of our recent Catholic School Inspection rating of Outstanding in all 9 judgements and sub-judgement areas, and the expectation would be that the successful candidate builds on the exceptional work already happening across all areas of Catholic Life.

You will support the formation of the whole child by driving and leading a culture and climate of learning within the department, where expectations are high, clearly communicated and consistently reinforced.

Our Lady and St. Bede Catholic Academy is a great place to work, first and foremost because of our fantastic pupils, but we also benefit from having first-class, committed and dedicated staff who work in our school. Teaching quality is extremely high, as is middle and senior leadership. We enjoy excellent partnerships with our family of secondary and primary Trust schools, and enjoy positive relationships with our Local Governing Committee, Parishes, the Diocese and the Local Authority.

If you are looking to take the step up to Head of Religious Education in a Catholic school that is proud to have virtues, formation of every child, Gospel values and Catholic social teaching at its core, we would love to hear from you. You can be assured that you won't be on your own. Our culture is one of support, investment and mentoring at all levels.

So, if you think this sounds like the kind of place you would like to work and you are keen to bring us the ideas, drive, passion and energy we are looking for, we would love to hear from you.



Mrs M Wilkinson

Headteacher





Welcome from the Assistant Headteacher

with responsibility for Catholic Life

"The Church's mission in education is to introduce each person to the knowledge and love of Christ." — Christ at the Centre

At Our Lady and St. Bede Catholic Academy, this mission is lived every day—and nowhere more clearly than in our Religious Education department. As a former Head of Department myself, and now Assistant Headteacher responsible for Catholic Life and Personal Development, I have seen first-hand the transformative power of Catholic education in our community.

Religious Education here is not just a subject; it is the soul of our school. It forms minds, deepens hearts, and opens up lives to the beauty of truth, faith, and reason. Pupils don't just enjoy RE—they are inspired by it. Relationships between staff and students are exceptional, and our lessons challenge, nurture, and uplift. Many of our pupils go on to study Theology and Religious Studies at A Level and beyond, fired by the passion and example of their teachers.

This is a department with drive and vision. Our results are consistently outstanding, but more than that, our curriculum is alive—with opportunities to encounter faith through visits to London and Rome, outside speakers, retreats and workshops that ground learning in lived experience. The team are central to the vibrant Catholic life of our school, helping shape liturgy, charity, and reflection across all year groups. Pope Francis once described the joy of Catholic education as "one of the most beautiful adventures of life"—and in this role, you'll be leading that adventure.

If you are passionate about forming the next generation of theologians, thinkers and disciples, this is a community where you will be welcomed, supported, and given space to flourish.



Mr M Hughes

Assistant Headteacher
Catholic Life and Personal
Development



BISHOP HOGARTH
Catholic Education Trust

Our Trust

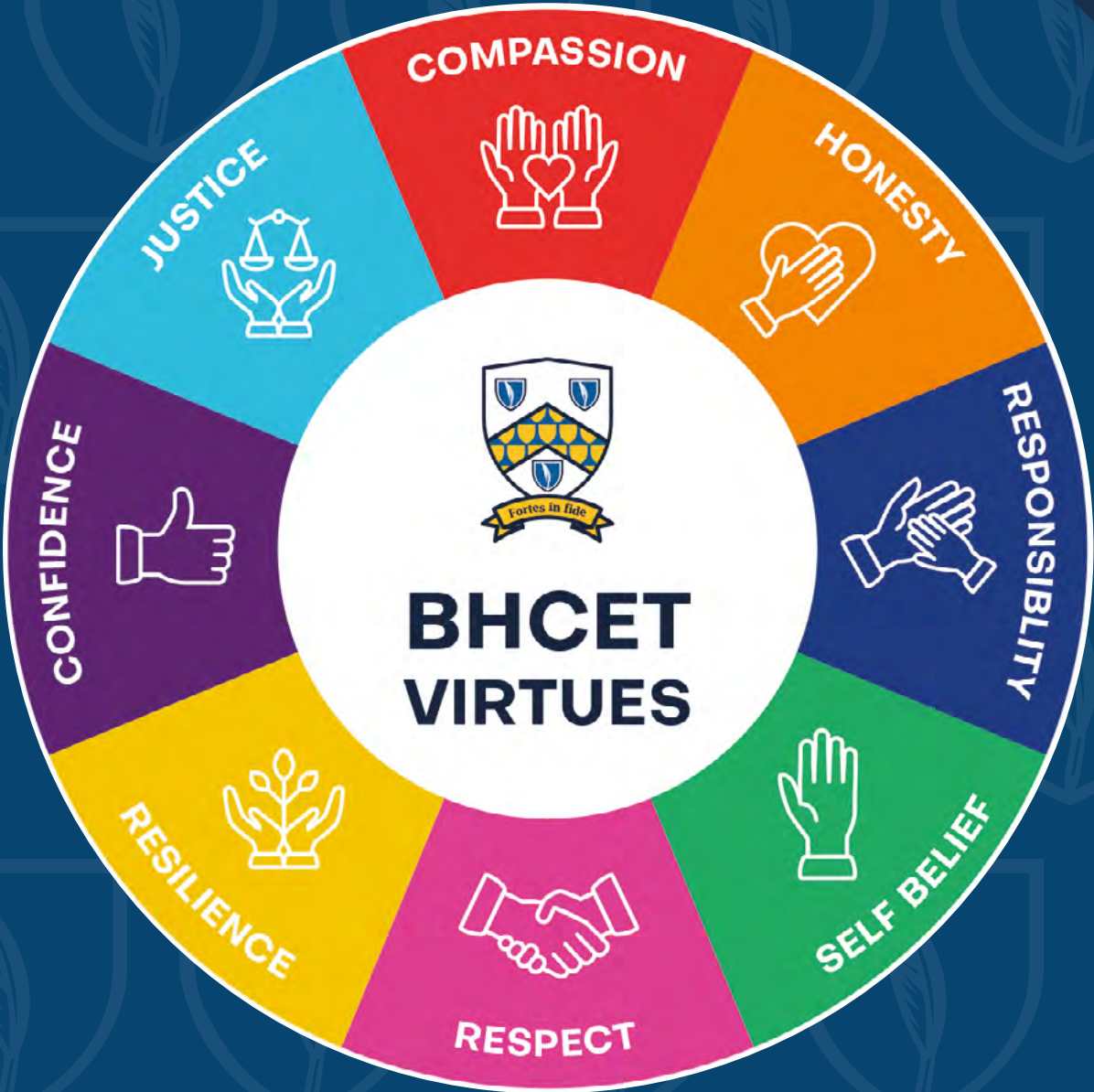
Our Lady and St. Bede are proud members of Bishop Hogarth Catholic Education Trust; a family of 35 schools across County Durham, Darlington, Hartlepool, and Stockton-On-Tees.

BHCET's mission is to provide the highest quality education, fostering a collaborative environment where resources and best practices are shared among our schools.

We are committed to the educational welfare of our pupils. This is why we place Christ at the centre and children at the heart.



BISHOP HOGARTH
Catholic Education Trust



WATCH
OUR VIDEO



Scan the QR code to view our school locations map



JUSTICE & COMPASSION

We value fairness and empathy, treating others with kindness and understanding.

HONESTY & RESPONSIBILITY

We prioritise truthfulness and accountability, taking ownership of our actions and decisions.

CONFIDENCE & RESILIENCE

We foster courage and adaptability, empowering individuals to face challenges and overcome setbacks.

RESPECT & SELF BELIEF

We embrace diversity and individuality, fostering an environment where everyone feels valued and confident.

Introduction

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. The governors will appoint a practising Catholic who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of the life of the school.

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 Head of Department shall consult, where appropriate, the governing body, the diocese, the local authority, the staff of the school, the parents of its pupils and the parish/es served by the school.

This job description may be amended at any time, following consultation between the Head of Department and the governing body and will be reviewed annually.

Core Purpose

- ✓ To provide professional leadership and management for the RE department.
- ✓ To provide a high quality educational experience for all students to raise the levels of attainment and achievement.
- ✓ To provide a lead in the Catholic life of the school.
- ✓ To organise liturgy and worship in conjunction with the person in charge of Catholic life in the school.



OUR LADY & ST. BEDE
CATHOLIC ACADEMY





Duties and Responsibilities

In addition to the job description for a qualified teacher, as a subject leader, the person appointed will undertake the following duties and responsibilities:

Strategic Direction and Development of the Subject

Develop and ensure implementation of a whole-school policy for RE in line with the aims and policies of the school.

- ✓ Use data effectively, to monitor standards of achievement across the school in RE
- ✓ Produce short, medium, long- term plans to develop RE in relation to: – resources – staff professional development requirements – the aims of the school, and its policies and practices, and ensure this is integrated into the school development plan – targets for realistic but challenging improvements
- ✓ Monitor the progress made towards achieving RE plans and targets and use this information to plan future developments
- ✓ To be involved in the liturgical experience and spiritual life of the school, both curricular and extra in conjunction with SLT and school chaplain
- ✓ To report to Governor meetings where appropriate
- ✓ To be involved in the extracurricular life of the school, both RE and non-RE related, e.g. charity work, residential trips
- ✓ To assist on the planning and development of the post-16 provision especially for the RE element

Teaching and Learning

- ✓ Follow the requirements of the exam board and meet with requirements of the Catholic Education Directory
- ✓ Ensure curriculum coverage, continuity and progression in RE throughout the school
- ✓ Ensure that teachers are clear about teaching objectives, understand the sequence of teaching and learning in the subject and communicate this to students
- ✓ Support and guide colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of the full range of pupils
- ✓ Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement in line with school policy
- ✓ Support departments in their self-evaluation by monitoring teaching and learning
- ✓ Evaluate the teaching of the subject in school, use this analysis to identify effective practice and areas for improvement and take action to improve further the quality of teaching in the subject
- ✓ To act as a form tutor and provide pastoral support to those pupils in your tutor group

Leading and Managing Staff

- ✓ Lead professional development of staff through example and support
- ✓ To ensure the behaviour policy is consistently implemented
- ✓ Ensure newly qualified staff and staff new to the department receive appropriate support for the subject
- ✓ Work with the Inclusion staff to ensure that SEN and PP pupils have specific targets and that work is matched to pupils needs
- ✓ To make appropriate arrangements when staff are absent
- ✓ Ensure that the headteacher, senior managers and governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets and subject related professional development plans
- ✓ To lead the development of subject links with partner schools and community and to effectively promote open day/evenings and other events



Proud to be a part of the

DIOCESE OF Hexham & Newcastle

Accountability

- ✓ Communicate effectively, orally and in writing to a range of audiences e.g. staff, students, parents and Governors
- ✓ Discuss with the management the progress of the department regarding data and development plan
- ✓ Secure understanding and strategies for performance management and appraise designated members of staff
- ✓ Establish resource and staff requirements for the subject and inform the link SLT of costs and priorities. Distribute subject resources to meet the objectives of the school
- ✓ To ensure 10% curriculum is RE for KS3/4 and 5% for over 16 years
- ✓ Keep abreast of curriculum developments to ensure the department is up to date
- ✓ Ensure the effective and efficient management of learning resources for the RE subject
- ✓ Ensure a stimulating but safe working environment in which risks are regularly assessed regarding safeguarding, health and safety and visits policy
- ✓ Report to Governors as required

Other Professional Requirements

- ✓ Establish and maintain positive effective working relationships with professional colleagues and parents
- ✓ Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post
- ✓ Be aware of the need to take responsibility for your own professional development and ensure attendance at Diocesan inset provision
- ✓ Lead the school in the fostering of the school ethos
- ✓ 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

Essential Criteria

Head of RE Person Specification

Essential Criteria	Criteria No.	Attribute	Stage Identified
Qualifications	E1	Qualified teacher status	A/I/CC
	E2	Degree	A/I/CC
Faith Commitment	E3	Must be a practising Catholic who can inspire and live the teachings of the Faith	A/I/R
	E4	The passion to share faith with others in teaching	A/I/R
	E5	Evidence of participation in faith life of the community	A/I/R
Professional Experience	E6	Qualified Teacher who has undertaken appropriate training and has the necessary knowledge to undertake the duties of the post	A
	E7	The ability to devise and teach appropriate courses throughout the school	A/I
	E8	The ability to develop strategies for supporting pupils' individual needs in and beyond the classroom	A/I
	E9	A commitment to pastoral care as a positive support to learning	A/I
	E10	The ability to establish successful relationships at all levels and can work as a member of a team	A/I/R
	E11	Excellent classroom practitioner	
	E12	A sound knowledge of RE programmes of study	I/R
	E13	A keen interest in the ongoing development in Religious Education	A/I
	E14	Ability to assess the strengths and weaknesses of RE programmes of study	A/I
	E14	Ability to assess the strengths and weaknesses of RE programmes of study	A/I
Professional Development	E15	Has demonstrated a commitment to own development	A/I/R
	E16	Has the potential for further development	A/I/R
	E17	Evidence of potential to lead and manage an area of the RE curriculum and staff	A/I
	E18	Evidence of leading/managing an initiative	A/I

Strategic Leadership	E19	Ability to share a vision of our Catholic Secondary Education	A/I
	E20	Evidence of leading a development within RE department and the successful outcome	A/I
	E21	Ability to demonstrate analysis of data and ability to articulate how to monitor and evaluate RE curriculum and development plans	A/I
	E22	Evidence of managing curriculum changes	A/I
	E23	Demonstrate understanding of requirements of Section 48	A/I
Teaching and Learning	E24	Proven track record of successful teaching and learning leading to positive improvement	A/I
	E25	A secure understanding of the requirement of the Curriculum Directory for Religious Education	A/I
	E26	Knowledge or experience of a range of successful teaching and learning strategies to meet the need of students	A/I
	E27	A secure understanding of assessment strategies and the use of assessment to inform next stage learning in all key stages	A/I
	E28	Experience of effective monitoring and evaluation of teaching and learning and feedback	A/I
Leading and Managing Staff	E29	Experience of characteristics of effective learning environments and key elements of successful behaviour management	A/I
	E30	Evidence of leading events in RE department	A/I/R
	E31	Demonstrate understanding of the purpose of performance management and professional development	A/I/R
Accountability	E32	Ability to communicate effectively, orally and in writing to a range of audiences	A/I
	E33	Evidence of use of data for self-evaluation and improvement strategies	A/I
	E34	Demonstrate an awareness of managing underperformance	A/I
	E35	Understanding of the criteria of evaluation of Catholic school	A/I
Skills, Qualities and Abilities	E36	Strong commitment to the mission of a Catholic school	A/I
	E37	Commitment to their own spiritual formation and that of pupils and staff	A/I
	E38	High expectation of pupils' learning and attainment	A/I
	E39	Strong commitment to school improvement and raising achievement for all	A/I

Essential Criteria

Head of RE Person Specification			
Essential Criteria	Criteria No.	Attribute	Stage Identified
Skills, Qualities and Abilities	E40	Ability to build and maintain good relationships	A/I
	E41	Ability to remain enthusiastic when working under pressure	A/I
Application Form and Supporting Statement	E42	The form must be fully completed and legible. The supporting statement should be clear, concise (within the required word count) and related to the specific post	A
Other	E43	An understanding of and an ability to contribute to the daily mission of the school	A/I
	E44	The capacity to contribute to the wider life of the school	A/I

Desirable Criteria

Desirable Criteria	Criteria No.	Attribute	Stage Identified
Qualifications	D1	Catholic Certificate in Religious Studies	A/I/CC
Professional Experience	D2	Management experience	A/I/R
	D3	Experience of teaching RE in a Catholic school	A/I
	D4	Coordination and delivery of PHSE, SRE and Citizenship	A/I
Professional Development	D5	Recent in-service training in leadership and management	A/I
	D6	Ability to demonstrate an impact of CPD across the RE department	A/I
Strategic Leadership	D7	Demonstrate knowledge of Safeguarding, Health and Safety and GDPR	A/I
Teaching and Learning	D8	Experience of effective monitoring and evaluation of teaching and learning and feedback	A/I
Leading and Managing Staff	D9	Understanding of finance and resource management	A/I/R
Accountability	D10	Lead sessions to develop knowledge of staff	A/I

Key – Stage Identified	
A	Application Form
I	Interview
R	References
CC	Checking



OUR LADY & ST. BEDE
CATHOLIC ACADEMY

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to a satisfactory Enhanced Disclosure and Barring Service check. The school will consider carrying out an online search as part of the due diligence on shortlisted candidates.

As an employee of Bishop Hogarth Catholic Education Trust you may work from time to time in one or more of our Academies.

Collective Agreements

The conditions applicable to your post are those contained in the school teachers’ pay and conditions document and the conditions of service for school teachers in England and Wales (‘The Burgundy Book’) and in other relevant documents which are issued nationally from time to time.

General

The successful candidate will be required to complete a medical form and required to provide proof of eligibility to work in Great Britain in accordance with the Asylum and Immigration Act 1996, before employment may commence.

An enhanced disclosure from the Disclosure and Barring Service will be requested in the event of a successful application.



Apply now



If you wish to discover more about this opportunity, please find our application form and supporting documents on [MyNewTerm](#).

Scan or click the
QR code to find
out more:



We look forward to hearing from you

Visit us

We are passionate about our school and want to fill it with staff who share the same passion, values and drive. You would be warmly welcomed to our school at any time, to see and feel what Our Lady and St. Bede is like on a typical day and to ask any questions you may have on an informal basis.

Tel: (01642) 704970



A Proud Member of
**BISHOP
HOGARTH**
Catholic Education Trust



Proud to be a part of the
DIOCESE OF Hexham & Newcastle