

A black and white photograph of three students in school uniforms walking outdoors. On the left, a boy in a suit and tie with a backpack. In the middle, a boy in a suit and glasses. On the right, a girl in a blazer and plaid skirt. They are all smiling and looking towards the camera. The background shows trees and a building.

JOB DESCRIPTION

Head of Religious Studies

(Part time, approx. 60% FTE)

Luckley
HOUSE SCHOOL

WELCOME



Thank you for the interest you have shown in joining Luckley House School as a Head of Religious Studies (RS). Whilst this is a part-time role, applicants with experience of leading the Higher Project Qualification (HPQ) and/or Extended Project Qualification (EPQ), and/or coordinating our Early Career Teacher (ECT) programme, would be particularly welcome. These additional responsibilities would provide the opportunity to increase the role towards full-time hours.

Luckley is a warm and welcoming boarding and day school. We are a community, small enough at 370 pupils for everyone to be seen, valued and counted but large enough to provide a wide variety of academic, sport and creative opportunities. Our uniqueness lies in the combination of our size, Christian ethos and flexibility to meet the needs of individual pupils and their families. We provide a distinctly academic education that is tailored to the individual needs of each pupil. This is offered in the context of a broad curriculum which celebrates the arts and sports as much as academic achievement.

We are looking to appoint an enthusiastic, innovative, and committed part-time Head of Religious Studies (RS).

The successful candidate will be expected to teach the subject at all Key Stages and line manage other members of the department, as well as acting a Form Tutor.

RS is a compulsory subject in Key Stage 3, with all pupils receiving one lesson a week, taught in form groups. The subject is a popular, full-course option subject at GCSE, where students currently follow the AQA A Specification (Christianity and Islam). At A level, the department offers the Edexcel course, with papers in Philosophy of Religion, Ethics and Christianity.

If you are an inspirational teacher and an outstanding classroom practitioner with experience of teaching Religious Studies to A level, and you have the ability to provide inspirational leadership of teaching and learning in these subject areas, then we would like to hear from you.

I am delighted that you are considering applying for this role and hope that you feel inspired to submit an application.

I look forward to receiving your application.

Mrs Claire Gilding-Brant
Head

ABOUT LUCKLEY HOUSE

Luckley House is a co-educational, independent day and boarding school for pupils aged from 11 to 18 years. Situated on the southern outskirts of Wokingham, Berkshire, Luckley House is set in 20 acres of landscaped lawns and majestic woodland. The School has a Christian ethos with a mission and values which flow from this.

The mission of the School is to provide an outstanding education for boys and girls characterised by academic excellence, a rich and diverse range of opportunities, aspiration and enthusiasm for life and generosity of spirit. The School has strong traditions in music, drama, art, debating, community outreach and sport, and there are many cocurricular activities open to pupils to help them develop their talents to reach the highest possible standards.

Luckley House was formed in 1959 through the merger of two girls' schools: Luckley School, founded in 1918 on the current site, and Oakfield House, established in the Lake District in 1895. The School adopted the name Luckley House School in 2013, and in 2015 began admitting boys for the first time. Over the past decade, student numbers have grown by over 75%, with boys now comprising half of the student body. Currently, the School has around 350 students and has been given for approval to expand to 420.

The School is committed to inclusivity, welcoming pupils from all faiths and backgrounds, which enriches the community and prepares students for the diversity of the modern world. Most students live within a 15-mile radius of the School, with many joining in Years 7, 9, and the Sixth Form from both independent and maintained schools. There are 40 boarding places available, with between 35 and 40 students boarding on weeknights, approximately half of whom are from abroad or are weekly boarders.

Luckley House offers a highly personalized academic experience, tailoring its education to the individual needs of each pupil.

The academic results at both GCSE and A Level consistently exceed national averages, and the majority of students secure places at their first-choice universities.



THE ROLE

JOB TITLE: Head of Religious Studies and Form Tutor

JOB PURPOSE: To assume overall responsibility for the teaching, development and administration of your subject in the light of current educational practice.

To promote the happiness and well-being of staff and pupils within your department, and your form.

ACCOUNTABILITY: To the Deputy Head (Academic) for your work as Head of Department. To the Deputy Head Pastoral for your work as a Form Tutor and any extra-curricular activity which you participate in and/or organise.

TO START: January 2027 or February half-term 2027

SALARY: A competitive salary will be offered commensurate with the experience and qualifications of the successful candidate.

CLOSING DATE: Tuesday 25 August 2026 (12 noon)

INTERVIEWS: Start of the Autumn term 2026

(Early applications are advised as we reserve the right to interview and appoint before the closing date.)

MAIN RESPONSIBILITIES

General Teaching Duties

Teaching and Learning

1. Manage pupil learning through effective teaching in accordance with the Department's schemes of work and policies.
2. Ensure continuity, progression and cohesiveness in all teaching.
3. Use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs and ensure equal opportunity for all pupils.
4. Set homework regularly, (in accordance with the School homework policy), to consolidate and extend learning and encourage pupils to take responsibility for their own learning.
5. Work with SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
6. Work effectively as a member of the Department team to improve the quality of teaching and learning.
7. Set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
8. Use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.

Monitoring, Assessment, Recording, Reporting, and Accountability

1. Be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.

2. Contribute towards the implementation of IEPs as detailed in the current Code of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets.
3. Assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.
4. Be familiar with statutory assessment and reporting procedures at Luckley House School and provide informative, helpful and accurate reporting to parents.
5. Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.

Subject Knowledge and Understanding

1. Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
2. Keep up to date with research and developments in pedagogy and the subject area.
3. To assist with the development and organisation of your subject.
4. To participate in the departmental programme of activities, e.g. field trips, trips abroad, outside



lectures and visits, lunch-time clubs, national competitions, as appropriate, to support the teaching and learning within the department.

Professional Standards and Development

1. Be a role model to pupils through personal presentation and professional conduct.
2. Arrive in class, on or before the start of the lesson, and begin and end lessons on time.
3. Cover for absent colleagues as is reasonable, fair and equitable.
4. Be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety, Safeguarding, Staff Behaviour and Acceptable use of ICT.
5. Establish effective working relationships with professional colleagues and associate staff.
6. Be involved in extra-curricular activities particularly the School's Enrichment Programme.
7. Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
8. Liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare.
9. Be aware of the role of the Board of Governors of the School and support it in performing its duties.
10. Be familiar with and implement the relevant requirements of the current SEN Code of Practice, DDA and Access to Work.
11. Consider the needs of all pupils within lessons (and implement specialist advice) especially those who:

- have SEN;
 - are gifted and talented.
 - are not yet fluent in English.
12. To undertake other such specific duties appropriate to the general purpose of a teaching post which may from time to time be reasonably assigned by the Head or other members of the Leadership Team.

Health and Safety

1. Be prepared to undergo Basic First Aid training and update courses.
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with Health, Safety & Welfare.
4. Undertake supervisory duties as part of the general teaching staff rota.

Continuing Professional Development

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the School Curriculum, which may lead to improvements in teaching and learning.
2. Undertake any necessary professional development as identified in the School Development Plan and the Staff Appraisal process, taking full advantage of relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.
4. Contribute to the professional development of colleagues, especially NQTs and ECTs.

Tutor Responsibilities

1. Responsible for Year 7 through to and including Year 13
2. Take an interest in each tutee, encouraging and challenging as necessary.
3. Complete attendance registers as per the statutory and regulatory requirements (refer to Admissions and Attendance Policy); monitor and follow up absence. Monitor pupil homework and planners.
4. Monitor behaviour, progress and achievement and support pupils as required.
5. Communicate effectively with parents including termly tutor reports.
6. Communicate effectively with senior and other staff; ensure that information with regard to tutees is passed on to the relevant staff.
7. Organise form assemblies.
8. Attend all school assemblies and to sit with the Form.



PERSON SPECIFICATION

The successful candidate will bring the following qualifications, knowledge, skills, experience and personal attributes to the role.

QUALIFICATIONS

- A good honours degree in a subject relevant to the teaching aspects of the role.
- PGCE or equivalent that gives QTS.

KNOWLEDGE/SKILLS/ABILITIES

- An excellent knowledge and understanding of subject area.
- An awareness of curriculum issues relating to subject area.
- Well-organised and able to plan creatively and effectively.
- Able to use ICT to enhance learning and teaching.
- Skilled at fostering both independent and collaborative student-led learning.
- Able to engage, enthuse and motivate pupils of all abilities and enable every child to fulfil their potential.
- Able to communicate effectively with pupils, parents and staff in an appropriate way.
- Ability to teach all year groups in the school.

PERSONAL QUALITIES/DISPOSITION

- An inspirational teacher and an outstanding classroom practitioner who is committed to raising the achievements of our students.
- Experience in coaching Netball and/or Hockey would be desirable.
- Passionate about teaching your subject and able to instil a love of this subject in our pupils.
- Committed to delivering high quality teaching and learning.
- Able to embrace change and new initiatives in teaching.

- Able to work well collaboratively as part of a team; to share best practice and contribute to subject decision-making.
- Keen to engage in high quality CPD.
- Has high expectations of students and their behaviour.

BACKGROUND/EXPERIENCE

- Experience of teaching Religious Studies at Key Stages 3, 4 and 5.
- Experience of supporting the pastoral development and wellbeing of students is desirable.
- Experience of leading departmental administration, including curriculum planning, assessment processes, reporting, and quality assurance, is essential.

OTHER

- A commitment to safeguarding and promoting the welfare of children and young people.
- A strong commitment to the principles of equality, diversity, and inclusion.
- Empathy with the Christian ethos of the School.



STAFF BENEFITS



PLACE OF WORK

Luckley House School,
Wokingham; a historic market
town with vibrant centre and
great transport links



GYM

Free use of the School gym.



EMPLOYEE ASSISTANCE PROGRAMME

Confidential independent
support service for all staff.



PARKING

Free on-site parking.



FEE REMISSION

Fee concession of 25% for all
staff (pro rata if part time).



PENSION SCHEME

Contributory pension scheme
through APTIS with generous
employer's contribution



DEATH IN SERVICE

If an employee dies while in
service, a lump sum of four
times their salary is paid.



ELECTRIC CHARGING POINTS

These are located on-site in
designated parking bays.



STAFF SOCIALS

The School holds a Staff Social
at the end of each term and all
staff are invited to attend.



WELLBEING

The School holds an annual
well-being afternoon.



HEALTH CENTRE

All staff can access the Health
Centre for urgent medical
issues.



FLU VACCINE

All staff are entitled to one
free flu vaccine every year.



PROFESSIONAL DEVELOPMENT

The School has a dedicated
training budget for all staff.



HALF-TERM HERO

Staff can nominate a colleague
for a prize draw at the end of
each half-term



MEALS & SNACKS

Free lunches and
refreshments during term
time.

HOW TO APPLY

For further details please contact HR on 0118 974 3207 or 0118 974 3223 or via email Recruitment@luckleyhouseschool.org

Applications should be submitted via the School's website at: www.luckleyhouseschool.org

Closing date: Tuesday 25 August 2026 (noon)

We reserve the right to interview and appoint before the closing date.