



St Mary's Catholic School

A Catholic Community dedicated to achieving excellence for all

"The school has a sense of community that keeps Christ at its heart."

S48 report, 2025

"Prayer and liturgy are central to the life of the school and embedded in the daily routine of all members of the community."

S48 report, 2025

Head of RE

MPS/UPS Plus TLR1c

(£34,398 – £52,490 + £12,514)

Closing date: 4 May 8am

Interviews: 6 May 2026

Start Date: September 2026



Deirdre McHugh,
Headteacher

St Mary's Catholic School, Windhill,
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St Francis of Assisi
CATHOLIC ACADEMY TRUST



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Advert

Head of Religious Education – Full Time, Permanent

MPS/UPS (Fringe) £34,398 - £52,490 + TLR1c £12,514

“Love, Respect, Flourish”

Start date: September 2026 **Location:** St Mary's Catholic School, Bishop's Stortford, CM23 2NQ
Trust: St Francis of Assisi Catholic Academy Trust **Diocese:** Diocese of Westminster

“A Catholic Community dedicated to achieving excellence for all”.

Introduction:

We are seeking to appoint a knowledgeable, inspiring and highly committed Head of Religious Education to be the next leader of our successful and vibrant RE Department within our high-performing Catholic secondary school.

St Mary's Catholic School is a vibrant, ambitious and faith-filled Catholic community, in a flourishing Catholic Multi Academy Trust, where the Catholic Life is strong and well-established, rooted in Gospel values and dedicated to the holistic formation of every young person—academically, spiritually, socially and personally.

St Mary's has a long established reputation for excellence in Catholic Education, paired with the advantages and support of being part of a young and growing Trust. With more than 130 years of Catholic education at St Mary's and 5 years as part of a growing Trust, we have both youth and experience on our side.

The 'Catholic life of the school' is not an 'add-on' or 'optional extra' but is fundamental to our identity as a Catholic school. Our vision and values of “Love, Respect, Flourish” underpin all that we do.

As part of the St Francis of Assisi Catholic Academy Trust, we are inspired by the teachings of Christ and the example of St Francis, we strive for excellence, cherishing every child in our care as a unique thumbprint of God, enabling all to realise their full potential. We are proud to have strong links to all of our Trust Primary schools and local Parishes, in particular the Parish of St Joseph's and the English Martyr's Bishop's Stortford, and St Joseph's Catholic Primary School, Bishops Stortford, which are situated within a few minutes walk.

As Head of Religious Education at St Mary's you will also have the opportunity to work with the primary school Headteachers and RE leads in securing the RED effective transition from KS2 to KS3. You will also be working alongside the Trust Lead on Catholic Life for developing whole Trust celebrations and collective worship opportunities.

We are proud to serve within the Diocese of Westminster and share fully in its vision for nurturing flourishing, faithful and outward-looking school communities. Our strong partnership with the Diocese is reflected in our recent celebrations of 130 years of Catholic education at St Mary's.



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Reserved Post:

This position is a reserved post, in accordance with the Bishops' Memorandum on the Appointment of Teachers to Catholic Schools. It must therefore be filled by a practising Catholic who can offer authentic witness to the faith and actively promote the Church's teaching, ensuring that the Catholic ethos shapes every aspect of school life. This requirement reflects the centrality of Religious Education in our curriculum and the significant influence the Head of RE has on the Catholic life and mission of the school.

About the Role:

The Head of RE will in addition to classroom teaching, lead the RE department and provide strategic, theological and pedagogical leadership, ensuring consistently excellent teaching across all key stages in line with Bishops' Conference requirements. They will also work collaboratively with the Trust Lead on Catholic Life and Ethos, the Senior Leadership Team, chaplaincy and wider Trust to strengthen and develop the Catholic life of the school.

In our most recent S48 inspection, inspectors highlighted the strength of our Catholic identity and the quality of RE provision. The Head of RE will play a key role in maintaining and further developing this excellence.

About You:

You will teach and lead the RE department and the ongoing development of the RE curriculum, ensuring rigorous monitoring and evaluation, strong progress for all learners, and continued excellence in standards.

We are looking for a candidate who:

- Is a practising Catholic, committed to the Church's teaching and the sacramental life of the faith community.
- Has a strong record of excellent RE teaching and demonstrable leadership experience.
- Can motivate and inspire both staff and students, modelling faith-filled leadership and fostering a culture of high expectations.
- Is committed to forming pupils as compassionate, reflective and responsible members of society, grounded in Gospel values.
- Has a deep understanding of the national curriculum framework for Religious Education in Catholic schools.
- Embraces and champions the Trust's values.

The St Francis of Assisi Catholic Academy Trust:

St Mary's is part of the St Francis of Assisi Catholic Academy Trust, a family of nine Catholic schools across the Lea Valley Deanery. Currently the Trust comprises of one secondary school (St Mary's) and eight primary schools. The Trust is at an exciting stage in its growth as a number of Secondary and Primary schools are expected to join in the years ahead.

Established in September 2021, the Trust is now within its 5th year and the advantages of being part of a growing Trust continue to increase, whether that is educational, financial, organisational or on a personal level knowing that there are senior leaders and Headteachers around the Trust who support you and share your Catholic vision.



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How to Apply:

In accordance with the Catholic Education Service, Bishop's Memorandum on appointing staff in Catholic Schools ("the Bishop's Memorandum"), applications for this role are open to Practising Catholics only. Candidates should familiarise themselves with the Bishop's Memorandum which can be accessed here: <https://www.catholiceducation.org.uk/>. Candidates are advised that a priest's reference will form part of the recruitment process.

Please apply via MyNewTerm (preferred route) or alternatively complete the Application Form (Senior Leadership) and ancillary documents (Rehabilitation of Offenders Act 1974, Recruitment Monitoring and Consent to Obtain References forms), which are available www.stmarys.net and submit to Deirdre McHugh, Headteacher c/o recruitment@stmarys.net , CVs will not be accepted.

Visits to the school are warmly encouraged. For an informal chat, further information or to arrange a visit please contact recruitment@stmarys.net

Interviews:

- Closing Date: 4th May 8.00 a.m.
- Interviews: 6th May 2026
- Start Date: September 2026

We reserve the right to interview on a rolling basis, therefore an early application is advisable.

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. A DBS disclosure is required for all successful applicants. St Mary's is committed to the equality of opportunity for all applicants, and we reserve the right to interview on a rolling basis, therefore an early application is advisable.

Details of the standard terms and conditions of a Catholic Education Service contract of employment can be found here: <https://www.catholiceducation.org.uk/resources/issuing-employment-contracts>
Candidates are advised to familiarise themselves with the terms prior to interview.



Vision for Catholic Life at St Mary's

At St Mary's Catholic School, our Catholic vision shapes every aspect of school life.

We are a community rooted in faith, where daily prayer, worship, and service guide our relationships, decisions, and aspirations. From the classroom to the chapel, from assemblies to whole-school celebrations, we strive to keep Christ at the centre of our shared journey. Students and staff come together regularly for prayer, reflection, and liturgy, marking the seasons of the Church's year and celebrating the Eucharist as a whole school and within year groups.



Every member of our community is valued as a child of God, called to treat others with dignity, respect, and compassion, and encouraged to use their unique gifts in service of the common good. In all we do—whether supporting one another, contributing to charitable work, or responding to challenges with justice and forgiveness—we aim to reflect the Gospel values that define us as a Catholic school.

Our rich Catholic tradition is also expressed through our vibrant House system. Each of our seven Houses is named after an inspiring saint and represented by one of the colours on the school tie. These saints and their virtues shape our rewards, assemblies, and reflections throughout the year, helping students grow not only academically but also in character, integrity, and holiness. Houses come together for Mass or a Liturgy of the Word each half-term and take part in friendly inter-house competitions across sport and other activities, helping to build identity, pride, and fellowship.



The spiritual life of the school is further enriched through retreats and special feast days. Every student participates in an annual retreat, offering time away from routine to reflect, pray, and grow in faith—culminating in residential experiences for older pupils.

Our school Feast Day, celebrated on 8th December, brings the whole community together to honour the Immaculate Conception with Mass and moments of shared celebration.

Through these experiences, our students come to understand their faith more deeply and recognise their place within the wider mission of the Catholic Church.

As our next Head of Religious Education you will be ensuring that our Catholic identity is reflected in every aspect of the life of the school.



Job Description

Salary range: MPS/UPS Fringe Plus TLR:1c (£12,514)

Contract type: Permanent, Full Time

Reporting to: Headteacher, SLT for RE, Trust Lead on Catholic Life and Ethos

Responsible for: Second in RE, teachers of RE

Main purpose:

- The Head of Religious Education is a senior and crucial post in a Catholic School. It is a reserved post for Catholic applicants only in accordance with the [Bishop's Memorandum](#) on the appointment of staff in Catholic Schools.
- The Postholder will ensure that targets for improvement in the Curriculum Area are set and met, through positive approaches to Curriculum development, the planning and preparation of schemes of work, the monitoring of learning and teaching across the Curriculum Area and the support and development of staff.
- You are required to support the Headteacher and Senior Leadership Team in implementing the mission, aims and objectives of St Mary's Catholic School and in maintaining the distinctive Catholic nature of the school. In addition you are required to undertake the responsibilities and duties specified below.

N.B. The duties listed below are not an exhaustive list of requirements.

The specific nature and balance of these responsibilities will vary according to the needs of the school.

Key responsibilities:

1. The Head of Religious Education must understand the nature and purpose of Catholic education and know that his or her first responsibility is to establish and sustain the Catholic identity of the school and safeguard the teaching of the Church.
2. To have a deep understanding of and follow the requirements of the exam boards and the Catholic Religious Education Directory ("RED").
3. Ensure that this Catholic identity is reflected in every aspect of the life of the school. In particular it must be seen in the curriculum, the day to day organisation, staff development, staff and pupil relationships and the partnership between school, home and parish. This duty provides the context for the proper discharge of all other duties and responsibilities.
4. The Head of Religious Education is a leader of a Catholic educating community and the discharge of the vital role requires a significant theological insight and a vision of the development of a Catholic school.
5. As the Subject Leader for RE the postholder has a responsibility to develop his or her understanding of this leadership role through regular reading and participation in appropriate courses, together with frequent and serious reflection.

In addition to core teaching responsibilities set out below, you will be required to undertake the following:

1. Promote the development of the Curriculum Area.
2. Ensure that learning is the core purpose of the Curriculum Area.
3. Foster high achievement and excellence within the Curriculum Area ensuring that students are encouraged and supported to aspire beyond their personal best.
4. Manage and monitor systematic forward planning for the Curriculum Area in line with the School Improvement Plan including developing a Curriculum Area Improvement Plan.
5. Ensure there is a commitment to equality of opportunity for staff and students within the Curriculum Area in line with whole school principles.



6. Promote the work of the Curriculum Area through parents.

Curriculum and Learning:

1. Ensure that suitable schemes of work are planned and prepared and take account of internal and external developments and requirements as well as school policies and aims so that the Curriculum is effectively delivered to students of all abilities.
2. Monitor and evaluate schemes of work and update as appropriate.
3. Initiate Curriculum discussion and ensure that there is constant review of teaching approaches and subject content, in line with the National Curriculum, exam syllabi and other external requirements, so that students can progress within school and when they leave.
4. Be responsible for the quality of the teaching and learning of all pupils who are assigned to the post holder.
5. Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
6. Provide information, as necessary, to the Headteacher, parents, teachers and governors about the work of the Curriculum Area, student progress, and exam results.
7. In addition to these specific responsibilities, you will be expected at all times to set an example of professional conduct and to maintain the ethos and distinctive Catholic nature of the school. You will be expected to play a part in the leadership of the school, and to contribute to the well-being and development of the school by the supervision of pupils, guidance of teachers and advice to various working groups and the Senior Leadership Team.

Whole-school organisation, strategy and development:

1. To develop and implement policies and programmes for teaching, learning and assessment, in your area of curricular responsibility, throughout the school in accordance with whole school policy.
2. To manage the staff, resources, accommodation and curriculum of your department.
3. To organise the delivery of the curriculum for your department in such a way as to meet the needs and maximise the potential of each individual pupil.
4. Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
5. Make a positive contribution to the school's vision and values.
6. Work with others on curriculum and/or pupil development to secure coordinated outcomes.

Health and Safety:

1. Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person
2. Promote the safety and wellbeing of pupils
3. Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

Working with colleagues and other relevant professionals:

1. Collaborate and work with the Trust Lead on Catholic Life and Ethos.
2. Collaborate and work with colleagues and other relevant professionals within and beyond the school.
3. Develop effective professional relationships with colleagues.



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Management of staff and resources:

1. Plan and administer RE budget and expenditure in conjunction with the Chief Finance Officer, ensure its effective use and ensure that the school gets good value for money in all its purchases.
2. Be responsible for monitoring the use of all Curriculum Area classrooms, negotiating with premises staff on relevant issues.
3. Monitor the quality and effective use of classroom displays and liaise with the Teachers' Assistants as appropriate.
4. Ensure that all staff have the equipment and resources needed for students to learn effectively and ensure that equipment and resources issued are properly used and returned.

23rd March 2026



Person Specification

Head of Religious Education - Full Time MPS/UPS (Fringe) + TLR1c £12,514

The ideal candidate will have some or all of the following skills, attributes, qualifications or experience:

Skill/attribute/qualification	Evidence	Essential	Desirable
	Ability to develop the RE curriculum, including the effective monitoring and evaluation of the quality and standards of provision in relation to student performance, progression and learning for all learners.	✓	
	Awareness of 's48' requirements.		✓
	Excellent classroom practitioner.	✓	
	Excellent subject knowledge.		✓
	Experience of teaching RE across the full age range up to and including A level.	✓	
	Experience of teaching RE in a Catholic School.	✓	
	Experience of working in a school RE Dept.	✓	
	Experience of working with young people.	✓	
	Management experience.		✓
	Sound knowledge of RE programmes of study.	✓	
	A keen interest in the ongoing development of Religious Education in Catholic Schools.	✓	
Personal skills and attributes	Ability to lead the preservation and promotion of the Catholic ethos of the School and uphold the continued strength of RE in the school.	✓	
	Ability to take the lead in the pursuit of excellence of achievement and attainment in RE.	✓	
	Ability to work accurately under pressure.	✓	
	Able to work cooperatively with Subject Leaders and Teachers in a secondary school.	✓	
	Able to work to deadlines.	✓	
	An ability to be independent, working on your own initiative.		✓
	An attention to detail, methodical and systematic.		✓
	An awareness of Safeguarding and Safer Working Practices	✓	
	Confident in the management of students.		✓
	Effective organisation skills.		✓
	Good presentational skills.		✓
	Good team player.	✓	
	Helpful and supportive attitude.		✓
	High levels of interpersonal skills.	✓	
	IT literate, including use of Microsoft Office.		✓
Lively, energetic and enthusiastic.		✓	
Maintain high professional standards at all times.	✓		



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	Strong commitment to the mission of a Catholic School.	✓	
	Supportive of school ethos and able to ensure the Catholic ethos is embedded throughout the wider school.	✓	
	Adaptable and flexible.	✓	
Training and qualifications	Catholic certificate in Religious Education.		✓
	A suitably qualified teacher who is a practising Catholic.	✓	

23rd March 2026



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Head of RE

MPS/UPS Plus TLR1c

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