DIOCESE OF Hexham & Newcastle

DEPARTMENT FOR EDUCATION

Recruitment Guidance for Senior Catholic Posts

Section C3

Recruitment of Heads of Religious Education in Catholic Schools

Job description, person specification and shortlist working sheet

Sep 2025

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Job Description

Head of Religious Education

[Name of School]

Introduction

This appointment is with the Trust under the terms of the Catholic Education Service contract signed with the directors as employers. The board will appoint a practising Catholic[1] 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 local governing committee 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 prayer and liturgy in conjunction with the person in charge of Catholic life in the school.

[1] See Diocesan Briefing Note on Practising Catholic

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 Religious Education Directory (RED).
- 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 SEND 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.

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

Person Specification – Head of Religious Education

Head of Religious Education

KEY – STAGE IDENTIFIED			
A	Application Form	R	References
I	Interview	CC	Checking Certificates

Essential Criteria	Criterion 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	I/R
	E12	A sound knowledge of RE programmes of study	A /I
	E13	A keen interest in the ongoing development in Religious Education	A /I
PROFESSIONAL DEVELOPMENT	E14	Has demonstrated a commitment to own development	A/I/R
	E15	Has the potential for further development	A/I/R
	E16	Evidence of potential to lead and manage an area of the RE curriculum and staff	A/I
	E17	Evidence of leading/managing an initiative	A/I

STRATEGIC LEADERSHIP	E18	Ability to share a vision of our Catholic Secondary Education	A/I
	E19	Successful evidence of motivating staff	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 Catholic School Inspection	A/I
	E24	Demonstrate knowledge of Safeguarding, Health and Safety and GDPR	A/I
TEACHING AND LEARNING	E25	Proven track record of successful teaching and learning leading to positive improvement	A/I
	E26	A secure understanding of the requirement of the Religious Education Directory	A/I
	E27	Knowledge or experience of a range of successful teaching and learning strategies to meet the need of students	A/I
	E28	A secure understanding of assessment strategies and the use of assessment to inform next stage learning in all key stages	A/I
	E29	Experience of characteristics of effective learning environments and key elements of successful behaviour management	A/I
LEADING AND MANAGING STAFF	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
	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	Criterion 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	Ability to assess the strengths and weaknesses of RE programmes of study	A/I
	D5	Coordination and delivery of PHSE, SRE and Citizenship	A/I
PROFESSIONAL DEVELOPMENT	D6	Recent in-service training in leadership and management	A/I
	D7	Ability to demonstrate an impact of CPD across the RE department	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

Shortlist Working Sheet – Head of Religious Education

Head of Religious Education

Name of applicant:	
Current school:	
Current post:	

Essential Criteria

Criterion No.	QUALIFICATIONS	Clearly Meets	Some Evidence	No Evidence
E1	Qualified teacher status	☐	☐	☐
E2	Degree	☐	☐	☐

Criterion No.	FAITH COMMITMENT	Clearly Meets	Some Evidence	No Evidence
E3	Must be a practising Catholic who can inspire and live the teachings of the faith	☐	☐	☐
E4	The passion to share faith with others in teaching	☐	☐	☐
E5	Evidence of participation in faith life of the community	☐	☐	☐

Criterion No.	PROFESSIONAL EXPERIENCE	Clearly Meets	Some Evidence	No Evidence
E6	Qualified Teacher who has undertaken appropriate training and has the necessary knowledge to undertake the duties of the post	☐	☐	☐
E7	The ability to devise and teach appropriate courses throughout the school	☐	☐	☐
E8	The ability to develop strategies for supporting pupils' individual needs in and beyond the classroom	☐	☐	☐
E9	A commitment to pastoral care as a positive support to learning	☐	☐	☐
E10	The ability to establish successful relationships at all levels and can work as a member of a team	☐	☐	☐
E11	Excellent classroom practitioner	☐	☐	☐
E12	A sound knowledge of RE programmes of study	☐	☐	☐
E13	A keen interest in the ongoing development in Religious Education	☐	☐	☐

Criterion No.	PROFESSIONAL DEVELOPMENT	Clearly Meets	Some Evidence	No Evidence
E14	Has demonstrated a commitment to own development	☐	☐	☐
E15	Has the potential for further development	☐	☐	☐
E16	Evidence of potential to lead and manage an area of the RE curriculum and staff	☐	☐	☐
E17	Evidence of leading/managing an initiative	☐	☐	☐

Criterion No.	STRATEGIC LEADERSHIP	Clearly Meets	Some Evidence	No Evidence
E18	Ability to share a vision of our Catholic Secondary Education	☐	☐	☐
E19	Successful evidence of motivating staff	☐	☐	☐
E20	Evidence of leading a development within RE department and the successful outcome	☐	☐	☐
E21	Ability to demonstrate analysis of data and ability to articulate how to monitor and evaluate RE curriculum and development plans	☐	☐	☐
E22	Evidence of managing curriculum changes	☐	☐	☐
E23	Demonstrate understanding of requirements of Catholic School Inspection	☐	☐	☐
E24	Demonstrate knowledge of Safeguarding, Health and Safety and GDPR	☐	☐	☐

Criterion No.	TEACHING AND LEARNING	Clearly Meets	Some Evidence	No Evidence
E25	Proven track record of successful teaching and learning leading to positive improvement	☐	☐	☐
E26	A secure understanding of the requirement of the Religious Education Directory	☐	☐	☐
E27	Knowledge or experience of a range of successful teaching and learning strategies to meet the need of students	☐	☐	☐
E28	A secure understanding of assessment strategies and the use of assessment to inform next stage learning in all key stages	☐	☐	☐
E29	Experience of characteristics of effective learning environments and key elements of successful behaviour management	☐	☐	☐

Criterion No.	LEADING AND MANAGING STAFF	Clearly Meets	Some Evidence	No Evidence
E30	Evidence of leading events in RE department	☐	☐	☐
E31	Demonstrate understanding of the purpose of performance management and professional development	☐	☐	☐

Criterion No.	ACCOUNTABILITY	Clearly Meets	Some Evidence	No Evidence
E32	Ability to communicate effectively, orally and in writing to a range of audiences	☐	☐	☐
E33	Evidence of use of data for self-evaluation and improvement strategies	☐	☐	☐
E34	Demonstrate an awareness of managing underperformance	☐	☐	☐
E35	Understanding of the criteria of evaluation of Catholic school	☐	☐	☐

Criterion No.	SKILLS, QUALITIES AND ATTRIBUTES	Clearly Meets	Some Evidence	No Evidence
E36	Strong commitment to the mission of a Catholic school	☐	☐	☐
E37	Commitment to their own spiritual formation and that of pupils and staff	☐	☐	☐
E38	High expectation of pupils' learning and attainment	☐	☐	☐
E39	Strong commitment to school improvement and raising achievement for all	☐	☐	☐
E40	Ability to build and maintain good relationships	☐	☐	☐
E41	Ability to remain enthusiastic when working under pressure	☐	☐	☐

Criterion No.	APPLICATION FORM AND SUPPORTING STATEMENT	Clearly Meets	Some Evidence	No Evidence
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	☐	☐	☐

Criterion No.	OTHER	Clearly Meets	Some Evidence	No Evidence
E43	An understanding of and an ability to contribute to the daily mission of the school	☐	☐	☐
E44	The capacity to contribute to the wider life of the school	☐	☐	☐

Desirable Criteria

Criterion No.	QUALIFICATIONS	Clearly Meets	Some Evidence	No Evidence
D1	Catholic Certificate in Religious Studies	☐	☐	☐

Criterion No.	PROFESSIONAL EXPERIENCE	Clearly Meets	Some Evidence	No Evidence
D2	Management experience	☐	☐	☐
D3	Experience of teaching RE in a Catholic school	☐	☐	☐
D4	Ability to assess the strengths and weaknesses of RE programmes of study	☐	☐	☐
D5	Coordination and delivery of PHSE, SRE and Citizenship	☐	☐	☐

Criterion No.	PROFESSIONAL DEVELOPMENT	Clearly Meets	Some Evidence	No Evidence
D6	Recent in-service training in leadership and management	☐	☐	☐
D7	Ability to demonstrate an impact of CPD across the RE department	☐	☐	☐

Criterion No.	TEACHING AND LEARNING	Clearly Meets	Some Evidence	No Evidence
D8	Experience of effective monitoring and evaluation of teaching and learning and feedback	☐	☐	☐

Criterion No.	LEADING AND MANAGING STAFF	Clearly Meets	Some Evidence	No Evidence
D9	Understanding of finance and resource management	☐	☐	☐

Criterion No.	ACCOUNTABILITY	Clearly Meets	Some Evidence	No Evidence
D10	Lead sessions to develop knowledge of staff	☐	☐	☐

Notes: