

RELIGION & PHILOSOPHY, HEAD OF DEPARTMENT for April or September 2026 **Fixed term to cover maternity leave**

We are looking for an enthusiastic and conscientious subject specialist to lead our highly successful Religion and Philosophy department from April or September 2026 to cover maternity leave for two or three terms.

The role is an excellent opportunity for a teacher to gain leadership experience or an experienced Head of Department looking for a fresh challenge. The successful candidate's timetable will involve teaching across the age and ability range, including Religious Studies to GCSE and, Philosophy at A level.

Reasonably priced school accommodation adjacent to the school may be available in September.

The Religion & Philosophy Department is a thriving and friendly department. It is fortunate in having two new classrooms, both of which are equipped with interactive whiteboards. There is also a new departmental office/resource room.

The first two years at Colfe's explore both religious and philosophical themes to develop pupils' critical thinking skills. Pupils are introduced to the beliefs and practices of the world's major religions, allowing them to develop a deeper understanding of people in our multi-cultural society, and in the global community. Additionally, they consider other themes such as New Religious Movements to enable them to understand the nature of religious belief in greater depth. The philosophical aspects of the course address issues in Epistemology, Ethics, Political Philosophy and Metaphysics, asking questions about the existence of God, what the mind is, and how we can know that we exist. The aim is to encourage pupils to think critically about belief and are encouraged to ask and explore questions, without necessarily seeking answers. In Year 9 pupils study Buddhism, Islam, Contemporary Philosophy and Ethics, plus arguments for and against God's existence. Virtues such as respect, care, concern, commitment, fairness, tolerance, self-understanding and enquiry are studied, promoted and fostered. In this way, students have opportunities to grow emotionally, as well as intellectually. At GCSE, we study the AQA A specification, with a focus on Christianity and Buddhism. The themes studied include religion and life, peace and conflict, the existence of God and social justice, picking up on ideas examined lower down the school in further depth. At A-level, we follow the AQA Philosophy course, where students tackle epistemology, ethics and metaphysics. Results at GCSE and A Level have been excellent, both in terms of grades achieved and value added.

The successful candidate will:

- have a passionate interest in both Religious Studies and Philosophy
- have excellent subject knowledge
- be an outstanding classroom teacher
- possess creativity, strong organisational abilities, and excellent interpersonal skills
- be able to teach KS3, KS4 and KS5
- join a talented and welcoming team

A copy of the generic job description for Heads of Department at Colfe's School is also attached.

Teachers appointed to posts are expected to maintain the highest professional standards and to contribute to the co-curricular life of the school. In return, those who join Colfe's can expect to become part of a caring, purposeful and committed community.



Teaching staff at Colfe's enjoy a range of benefits including:

- Colfe's highly competitive salary scale
- Longer holidays than the maintained sector
- Free lunches
- Free membership of Colfe's Leisure Centre
- Free on-site parking
- Excellent professional development opportunities
- Cycle to Work scheme
- Annual flu vaccination

Application procedure

The recruitment process will require all applicants to complete an application form, accompanied by a letter of application, current CV and details of two referees, who will be contacted prior to interview, in accordance with the School's Safer Recruitment procedures. There will be interviews and a lesson observation for short listed candidates.

The application may be submitted either electronically, to: recruitment@colfes.com or by post, to: Mrs A Ross, Human Resources, Colfe's School, Horn Park Lane, London , SE12 8AW

Applications should be sent as soon as possible and by **9.00 am on Wednesday 10 December** at the latest. Colfe's reserves the right to appoint to this post before the closing date if necessary and we would therefore very much encourage early applications.

Colfe's School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring Service.

Generic Job Description for a Head of Department

The role of the Head of Department is to lead the development of the subject throughout the school. It is expected that Heads of Department will lead by example.

In general, he or she should endeavour to create a department in which:

- all pupils are able to progress in relevant knowledge, understanding, skills of synthesis, analysis and evaluation and other aspects relevant to the subject;
- all members of staff feel valued and encouraged to do their jobs to the best of their abilities, taking into account the diversity of staff employed;
- the administration/organisation of the department is such that it operates effectively, efficiently and safely in support of teaching and learning.

While responsibility for decision making on departmental matters lies with the head of department, it should be recognised that good practice requires consultation with staff about all matters which influence how they work or what they do.

The role involves the following responsibilities:

General leadership and management responsibilities

- To advise the Headmaster and the Director of Studies on the future development of education in the subject at Colfe's;
- To liaise closely with the Director of Studies on curriculum requirements for the successful learning and teaching of the subject;
- To take responsibility for the implementation of school policies within the department;
- To draw up annual budget proposals for the Bursar and Director of Studies to meet the maintenance needs and development priorities of the department and to ensure the agreed budget is effectively monitored and spent;
- To ensure that policies and practices adopted by the department accord with the School's aims and whole school policies;
- To develop and refine long- and short-term development plans for the department;
- To hold regular meetings with members of the Department which are focused on improvement of teaching and learning and on development more generally;
- To oversee the department's assessment and reporting, in accordance with school policy;
- To provide guidance and support on teaching and learning strategies;
- To manage the use of departmental classroom accommodation to create an effective, stimulating and safe environment for teaching and learning;
- To represent the subject in various school forums as requested, including Heads of Department and the Governing Body;
- To participate in any marketing initiatives as required;
- To ensure the effective and efficient administration/organisation of the department.

Curriculum

- To keep up to date in subject knowledge and with developments in the subject;
- To continue the development of schemes of work that enthuse and interest pupils whilst building solid ability, knowledge and understanding;
- To ensure curriculum coverage is based on high expectations and sound progression;
- To ensure the curriculum contributes appropriately to cross-curricular areas such as literacy, numeracy and ICT and to the social, moral, spiritual and cultural education of pupils;

- To develop resources in the department, including the use of ICT and other media in teaching and learning;
- To oversee the preparation of candidates for top universities, including Oxford and Cambridge

Teaching and Learning

- To ensure that teaching and learning in the department meets the needs of all pupils – in particular to ensure that the able are stretched and the less able supported;
- To ensure that teaching at GCSE and AS/A-level as a minimum meets the requirements of the examination specifications;
- To promote and support best practice in all aspects of teaching and learning and to celebrate excellent work by pupils and staff;
- To support staff on issues concerning pupil poor behaviour and/or unsatisfactory work;
- To monitor and evaluate pupil progress in the subject;
- To develop the analysis of departmental assessments, examination results and reports, MidYIS, ALIS and other data to inform teaching and learning practices in the department;
- To monitor and evaluate standards of achievement and the quality of teaching in the Department through lesson observation, examining pupils' work, monitoring teachers' planning and assessment and other appropriate means;
- To lead the development of the subject by:
 - Using monitoring evidence to plan for future improvement
 - Setting appropriately high expectations
 - Inculcating the study skills appropriate to the subject
 - Developing approaches which ensure assessment fosters learning
 - Refining strategies employed for pupils in danger of under-achieving
 - Further developing the profile of the subject at all levels of the school, both inside and outside the classroom.

Staff

To work with members of the Department to:

- Develop appropriate strategies for the professional development of all members of the department;
- Provide colleagues with support in the adoption of new strategies/approaches in order to secure best teaching practice;
- Mentor new staff including Newly Qualified Teachers
- Encourage delegation of some responsibilities (for example, in relation to schemes of work, teaching and assessment materials, ICT, visits, and extra-curricular clubs);
- Implement the requirements of the School's Annual Review policy in the department.

Reviewed Sept 18 LTR

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