



Trinity All Through School, Lewisham

Job Description

Title	<u>Director of Christian Life, Religious Education and School Chaplain</u>
Salary	Lead Practitioner Role on the SLT
Conditions:	Leadership spine L8-L14 (Inner London)
Teaching load:	Permanent
	Between 20-30%
	Experience of primary / secondary / both will be considered as long as you are willing to develop your expertise.

As a church school it is our vocation, moral obligation and delight to provide the best possible education for each pupil within a Christian community.

The Trinity community will live “life in all its fullness” by:

- ✓ Establishing a unique and personalised learning journey through Trinity and beyond
- ✓ Continuing to nurture our warm and caring family environment to support all to flourish
- ✓ Inspiring all to achieve and celebrate ongoing and future successes.

	LEARNING	LOVING	LIVING
Ethos – Trinity’s set of guiding beliefs about the social behaviour and relationships of all our community	We have high expectations of ourselves and one another in every area of school life – we aspire to excel and we never give up. The Christian Story is central and informs our learning. We are committed to restorative justice and discipline that is exercised with love; where all have the opportunity to learn through mistakes.	We belong to a loving family which includes, pupils, staff, parents and governors – of all faiths and none; which extends to our local churches and our community. We recognise and celebrate our equal worth, and seek to be inclusive of all.	We are living good lives, as Jesus commanded us to love our neighbour, we seek to serve those in need within our community. We are committed to pursuing social justice preventing discrimination and improving outcomes for all. We are all encouraged to exercise leadership, and to take responsibility for ourselves and one another.

All leaders will:

- Model Trinity values to all staff, parents and pupils
- Be reflective, prayerful people seeking to be models of wisdom and happiness in the life of the school
- Lead learning by being outstanding models of learners and teachers
- Foster the school's inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
- Share direct accountability for making the school outstanding in every area
- Take responsibility for their own learning and development as educational professionals and as human beings
- Share responsibility for developing our Christian Life across all year groups and ensuring the life of the school is consistently outstanding across both phases
- Develop the skills and talents of other members of the community
- Ensure their own well-being and that of others by establishing an appropriate balance between life and work
- Lead, plan, manage and develop specific aspects of the school in order to promote the highest possible standards
- Play an active part in the life of the school and its community leading and supporting staff and pupils and representing the school at public events
- Developing social cohesion and positive links with the whole of our local community
- Adhere to the school community's standards, policies, systems and procedures in relation to pupils, health and safety, personnel and financial management.
- Agree annual performance targets with the Head Teacher, with a view to own continuous improvement
- Undertake any other duties that may reasonably be required by the Head Teacher.

Purpose

Aim:

- *To actively promote the distinctive Church of England ethos of the school with staff, pupils and parents*
- *To ensure that the spiritual needs and welfare of all stakeholders are met.*
- *To be the lead member of the Senior Leadership Team for Christian life of the school.*
- **Take full leadership of the Religious Education curriculum, assessment and standards to ensure the provision is excellent under SIAMS, Outstanding under OFSTED and where pupils achieve significantly above National Outcomes at GCSE level.**
- **To be accountable for pupil progress and development within Religious Education.**
- *To support the leadership with developing and implementing the Character Education provision*

Overview:

To fulfil duties relating to school ethos of 'Learning, Loving, Living' through:

- **Worship – Ensuring worship is planned and resourced for all pupils throughout the year according to the Worship Policy.**
- **Pastoral care – Stakeholder wellbeing, pastoral care of Trinity family and presence at key events.**
- **Church – Wider church networks and living out Christian ethics e.g. justice / courageous advocacy etc.**
- **To create, update, and monitor a through school Religious Education curriculum that is fit for purpose and challenging for pupils to enable them to make maximum progress. The curriculum must be progressive and have key assessment built in from Year R to Year 11 and beyond.**
- **Work with the Primary team to ensure the teachers have CPD to enable them to deliver an outstanding RE curriculum.**
- **To lead a secondary team of specialist teachers to ensure the provision of RE learning is outstanding so that the outcomes are significantly above National by the end of year 11.**
- **To be part of the Governors Faith Committee so that they are helping steer the spiritual direction of the school.**
- **To be responsible for the SIAMs section on Teaching RE and whole school worship as well as supporting the school in the other sections of the report.**

Being the lead professional/champion for Christian Life (Chaplain) by:

- As one of the key Christian leaders of the school the Director of Christian Life will need to develop a close relationship with the Executive Headteacher and other senior staff and exercise a reflective role in helping them discern the right course of action for the school.
- The school's two sites are situated in the parishes of the Good Shepherd and Saint Peter, Lee, and Saint Swithun's, Hither Green, the Director of Christian Life will maintain our good relationships with the clergy and people and seek to find further ways to strengthen their links with the school.
- The Director of Christian Life will be responsible for organising whole school and year group Eucharist's on both sites and for all phases.
- The Director of Christian Life will provide daily PowerPoints for worship in the Secondary phase for Whole school and Family Group time.

- The Director of Christian Life will be responsible for organising the Carol Service and other public events in the life of the school.
- The Director of Christian Life will maintain a good relationship with the Clergy within the East Lewisham and neighbouring Deanery Chapters.
- The Director of Christian Life will play an active part in the life of the Southwark Diocesan Board of Education and the Diocese generally.
- The Director of Christian Life will be responsible for helping to maintain the school's high profile in the borough, diocese and nationally.
- The Director of Christian Life will be responsible for organising and leading on the Taize residential trip each year as well as a year 7 team building trip in the Autumn term.
- The Director of Christian Life will develop new opportunities for Trinity pupils from the Director of Christian Life's own interests and networks.
- The Director of Christian Life will maintain positive ecumenical relationships particularly with the Pentecostal churches attended by many pupils.
- The Director of Christian Life will play an active part in the Woodard family of schools and maintain good relationships with the other Woodard Chaplains.
- The Director of Christian Life will attend the National Chaplaincy conference and the Woodard Chaplains' meetings.
- The Director of Christian Life will manage a budget and create a sacred space in both sites
- The Director of Christian Life will assist in the process of self-evaluation and preparation and process of the Statutory Inspection of Anglican and Methodist Schools (SIAMS) process and will work with the member of SLT designated for this.
- The Director of Christian Life will lead Religious Education at both the Primary and Secondary phases of the school to ensure there is clear progression and challenge for all our pupils.
- The Director of Christian Life will attend all Parent Evenings and be a presence at major school events.
- It is expected that the Director of Christian Life will develop a range of activities and interests based on his or her own skills and experience - perhaps well beyond what would be considered 'religious'. This is very much a job to be made the post-holder's own.
- The Director of Christian Life will be responsible for a Faith pupil group at both the secondary and primary phases – to ensure pupil voice is taken into account when developing the provision moving forward.
- The Director of Christian Life will attend all Faith Governor Committees and will present a report on the Christian Life at Trinity 3 times a year.
- The Director of Christian Life will be responsible for updating our Chaplain corner on the website and for updates in each week's newsletter that goes out to parents.

Leading on Religious Education by:

- Planning a curriculum that is age appropriate and stretching for all the pupils at Trinity.

- Working closely with other staff to develop clear assessment objectives and assessment tasks to monitor progression of pupils over time.
- Whilst analysing data collected and using pupil voice to adjust classroom practice / develop intervention to ensure pupils are on track to reach their aspirational targets set by the school.
- Quality assuring the delivery and progression of pupils across the school to ensure that the expectations and standards are kept high.
- To work with the middle leadership team to ensure we are developing our provision and practice using current educational literature and developments.
- To produce reports on examination performance, including the use of value-added data.
- To produce reports within the quality assurance cycle for the department.
- To work with the senior leadership team to ensure Religious Education is classed as a Core subject at Trinity.
- To organise / run a stretching program for the high attainers so that they are able to move onto post 16 provision with a love of learning within Religious Education
- To make links with post 16 providers with a distinctive Christian Ethos and to help pupils with progression into these institutions along with our SLT member responsible for Careers and progression.

Trinity System:

- To be familiar with the School's Safeguarding Policy and to report concerns to the Designated Safeguarding Lead (or other safeguarding leads).
- To ensure the Behaviour Management system is implemented so that effective learning can take place.
- To support the overall progress, development and wellbeing of all pupils and staff.
- To contribute to PSHEE, citizenship, enterprise and other cross-curricular issues according to school policy.

Other Specific Duties:

- To play a full part in the life of the school community, to support its Christian mission, and policies and to encourage and ensure staff and pupils follow this example.
- To continue personal professional development as agreed.
- To engage actively in the performance review process.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To update the SIAMS Self Evaluation Form
- To carry out the activities as highlighted in appendix A attached and any other activities that are given during your time within this role. This appendix will be updated and reviewed annually with your input to ensure the activities are meeting the needs of the school.

Reporting to: Executive Headteacher

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but, in consultation with you, may be changed by the Executive Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification:

	Essential	Desirable
Personal faith commitment	X	
Committed member of a church	X	
Qualified Teacher	X	
Qualified to degree level and above	X	
Qualified to teach and work in the UK	X	
Experience of raising attainment in a challenging classroom environment	X	
Experience of working in a cross phase learning environment (Primary and Secondary)		X
Evidence of continually improving the teaching and learning of RE through schemes of work and extra-curricular activities	X	
Up to date knowledge in the curriculum area	X	
Understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour	X	
Understanding of AFL	X	
Effective team worker and leader	X	
Motivation to continually improve standards and achieve excellence	X	
Be an ordained or licensed lay person within the Church of England, or a lay leader / minister from another Christian tradition with an understanding of and sympathy towards the Anglican ethos.		X
Knowledge of Church of England	X	
Confident in leading on worship / assembly to audiences of 600	X	
Related easily to the whole school community – staff, pupils and parents	X	
Be organised, energetic and outgoing	X	
Be committed to ongoing professional development	X	
Commitment to the safeguarding and welfare of all students	X	
Commitment to equality of opportunity	X	

Appendix A - Chaplaincy at Trinity

Weekly	Periodically through the year	Annually
<ul style="list-style-type: none"> • To run WSW each week at the Primary and Secondary site. To ensure it has pupil participation and music. • To oversee the daily worship at both the Primary and Secondary site • To organise guest / community speakers to deliver worship at both sites • To run a staff prayer session at each site. • To run a staff break event at both the Primary and Secondary sites each week. • To run a weekly faith group lunch time club at both the primary and secondary sites. • To oversee mentoring / support from outside Christian organisations. • Chaplain's corner of the school weekly newsletter to reflect what has been covered in worship during the week. 	<ul style="list-style-type: none"> • To run staff worship through school each month. • To run 4 whole school Eucharists at the Secondary site • To run 2 whole school Eucharists at the Primary site. • To celebrate the main Christian events across the school year. • To lead worship that drives our passion for justice to motivate the school to be courageous advocates within our local community and the wider world. • To run a Faith pupil committee, getting feedback and advice from the pupil body. • To run a parent prayer session / coffee morning at both the Primary and Secondary each month. • Prepare paperwork to review the chaplaincy programme for the Faith Governors committee. • To have a chaplains desk at all parents evening – so parents can ask questions / seek advice and guidance. 	<ul style="list-style-type: none"> • To plan the calendar for whole school worship for each academic year • To oversee the distribution of a global and local charity for each year group. • Have the faith group run an event at the summer fair / Christmas fair • To plan the Harvest, Christmas and Easter services at both the Primary and Secondary sites. • To plan for worships to include world faiths • To oversee Taize every year with a group of 15-20 pupils from year 9 and 10. • Organise an annual event at the Cathedral for Trinity through school. • Organise and attend the start of year Eucharist at the Cathedral along with members of the school community. • Run a meeting with all the clergy in the local area within Trinity to bring the c of e community together. • Confirmation and communion classes to be set up and run in association with the local parish churches.

Monthly outline of plans – this is not exhaustive and should be reviewed annually	
September	<ul style="list-style-type: none"> • Training for new staff and reminders for all staff on expectations during worship / Eucharists. • Year 7 to have training on WSW and on Eucharists • Whole school to have reminder training on process of Eucharist within school and our expectations • New pupil faith committee to be set up and have the first meeting • All weekly events to start straight away – to ensure we get into a routine. Events must be marketed. • All of year 7 to visit The Good Shepherd as part of their RE provision. • See table above for additional activities to prepare for – including governors meeting.
October	<ul style="list-style-type: none"> • Harvest charity chosen, workshops to be run by pupils to highlight the work of the charity and to discuss how people could help out. • Harvest Festival at St Swithens for the Primary – two separate key stage events. Parents invited. • Harvest Festival at Trinity Secondary – whole school worship • Lessons in the primary phase to go over what a Eucharist is and how it looks / what they need to do etc. • Secret angel launched for staff at both the primary and secondary phases. Lead into this and reminders to make it work.
November	<ul style="list-style-type: none"> • Year 11 certificate evening. To work with a team of staff to plan this events for past pupils and their parents – to celebrate their success.
December	<ul style="list-style-type: none"> • Primary and secondary to have a Christmas Eucharist. The Secondary will be in year groups at The Good Shepherd and the Primary will be a Primary school event at the school. • Local Help the Aged event at Trinity Secondary – Christmas dinner for a community group • Christmas Nativity at the Primary – different events for different key stages – to have involvement from the Chaplain in terms of plans, story and readings. • Carol service to be run along with music leads to ensure it is through school and gives the message to all the families of Trinity.
January	<ul style="list-style-type: none"> • Staff welfare event to be organised and run
February	<ul style="list-style-type: none"> • Global charity picked and pupils to run a series of workshops around the worship that leads to charity event. • Work with the local parishes to run a series of first communion sessions for those in year 3 each year.
March	<ul style="list-style-type: none"> • New Year 7 get their welcome letters as they are offered a place at Trinity. Work with the admissions team to include information from the chaplaincy / who they can contact if they would like to discuss any issues they may have.
April	<ul style="list-style-type: none"> • Easter Eucharist at both the Primary and Secondary sites. Both to be in school Hall. • After Easter to set up a year 11 mindfulness club to support them during the run up to the exams.
May	<ul style="list-style-type: none"> • Work with year 11 to support them during the exam period • Work with year 7 pupils to create a welcome booklet for the new year 6 students – outlining what Trinity Secondary is like / what they need to know / how they can be supported / what Eucharist is at secondary / What WSW is etc.
June	<ul style="list-style-type: none"> • Support year 11's through their exam period.
July	<ul style="list-style-type: none"> • Year 6 transition event – to be part of the planning group to ensure pupils understand the ethos of the school. • End of school year Eucharist / celebration event at the Secondary site – Year 6-10 • Prepare future letters to give out with year 11 exam results – giving advice and guidance on where they can get spiritual support moving on from Trinity. • End of year social event for through school staff – wellbeing event to be organised along with other staff and SLT.
August	<ul style="list-style-type: none"> • Have a presence at the exam results event • Using destination data contact the post 16 destinations with information about pupils from our school so that the new chaplains understand the cohort they are receiving.