



CRANMORE

INDEPENDENT DAY SCHOOL

Appointment of

Head of Religious Studies

From

September 2025

Information for Applicants



Cranmore part of the Effingham Schools Trust
Epsom Road, West Horsley, Surrey, KT24 6AT
01483 280340

- Registered Company No. 4509623 • Registered Charity No. 1095103

About Cranmore



Dear Applicant

Thank you for your interest in Cranmore. Appointing the right staff is one of the most important elements of my role as Headmaster. I and my team are committed to getting to know you well during our recruitment process and giving you the opportunity to see life at Cranmore.



I am incredibly proud of my colleagues and their professionalism and expertise which are key to us delivering all round excellence across a broad curriculum enriched with co-curricular activities. In our February 2022 inspection report inspectors highlighted that the school promotes a very positive, caring and welcoming ethos and judged the quality of pupils' academic and other achievements, as well as the quality of their personal development to be 'excellent'.

In 2019, we came together with neighbouring school St Teresa's to form Effingham Schools Trust (EST), based on a diamond model – a powerful and exciting educational proposition, delivering all the advantages of both single sex and co-education to girls and boys. The partnership has proven incredibly successful, providing new opportunities for pupils of all ages. EST is delighted to be able to continue to grow with Manor House School joining the Trust in September 2023. Three modern, progressive schools, with enviable facilities will deliver best practice teaching to their pupils, whilst maintaining exceptional pastoral care.

It is a privilege to lead an excellent school with an exceptional sense of community. I hope that you will be as excited about the opportunity to join us as we are about building upon our success.

Barry Everitt
Headmaster

Head of Religious Studies – Responsibilities & the Person

The Governors and Senior Leadership Team seek to appoint a Head of Religious Studies who is committed to enhancing the spiritual life of the school community. All pupils will sit *GCSE Religious Studies AQA B Catholic Christianity and Judaism*. Our first GCSE cohort will sit public examinations in Summer 2025. Applications are welcomed from experienced teachers from both the state and independent education sectors.

Managing Curriculum

- Establishing and reviewing schemes of work and monitoring their use by staff.
- Following the requirements of the selected examination board and liaising with the examination board about specifications, examinations and results.
- Implementing effective methods of assessment of pupils' work, analysing the results and implementing changes to teaching and learning as a result.
- Be familiar with and, ideally, have experience of teaching a curriculum in line with the Religious Education Curriculum Directory (3-19) for Catholic schools (RECD).
- Keeping up-to-date with subject developments outside Cranmore and sharing them with the Deputy Head (Academic) and colleagues.
- Liaising with the Deputy Head (Academic) about developments in the RS curriculum, staffing and resourcing.
- Lead and promote co-curricular activities that reflect the role of Religious Studies in a Catholic School.
- Scrutiny of pupil work fostering high standards.
- Advising pupils and parents on options choices.
- Contributing to the RSE programme as required by any member of the Senior Leadership Team.

Administration of the Department

- Attending Heads of Department meetings and holding regular departmental meetings to exchange ideas and inform and develop good practice.
- Producing an annual report for the Head including a detailed analysis of public examination results.
- Managing the departmental budget effectively and keeping accurate inventories of fixed assets in the department.
- Overseeing the purchase, issue, return of textbooks and the recharging of lost textbooks.
- Keeping a comprehensive online presence of up-to-date departmental resources.
- Starting a subject-based society, which provides appropriate enrichment activities for different age groups.
- Responding constructively to requests from other functions within the School for advice and assistance, such as the admissions and finance departments.
- Ensuring that displays in and around the department's teaching area are stimulating, helpful to pupils and indicative of the high standards the school expects.

Spiritual life

- Committed to enhancing spiritual life of the school community.
- Ensuring the school meets the requirements of the Diocese and receives the highest grading possible in any denominational inspection.
- Working with the School Chaplain to organise charity appeals such as the Christmas shoe box appeal, Harvest donations to local charities, fund raising for CAFOD.

Head of Religious Studies – Responsibilities & the Person

Other responsibilities

- All teachers are expected to share in supervision duties, attend relevant parents' evenings, staff/departmental meetings, Open Days and other relevant events as reasonably requested by the Headmaster.
- Teachers may also be required to be a Form Tutor.

Qualifications

- A good honours degree in a relevant subject.
- Evidence of extensive, relevant continuing professional development.

Experience

- An impressive record of outstanding RS teaching.
- Evidence of having taken on additional responsibilities within a department.

Knowledge

- Excellent subject knowledge.
- Up to date knowledge of the national curriculum and Diocese programme of study.
- A clear understanding of the essential qualities necessary for effective teaching and learning.

Skills

Be able to:

- Demonstrate excellent communication skills and the ability to set and communicate a clear vision.
- Demonstrate good interpersonal skills.
- Analyse and interpret departmental data to evaluate the performance of pupil groups, pupil progress and plan a robust course of action for improvement.
- Deal sensitively with situations that may include tackling difficult situations and conflict resolution.
- Write and communicate orally to an excellent standard.

Personality

- Ability to inspire and motivate colleagues, act as a role model and have high expectations of self and others.
- Ability to investigate, resolve problems and make informed decisions.
- Have excellent organisational skills and the ability to prioritise when under time pressure.
- Possess imagination, enthusiasm and a good sense of humour.

The high expectations of staff and their effective planning of classroom activities motivate pupils to adopt the highest standards of behaviour.

ISI Inspection Report, Feb 2022

Pupils say that staff are good listeners and provide effective ways of dealing with any worries and of discussing sensitive issues.

ISI Inspection Report, Feb 2022

Pupils are polite and respectful and develop positive relationships with each other and the staff.

ISI Inspection Report, Feb 2022

Pupils make an outstanding contribution to the lives of others in the school and the wider community and work together for the common good. They feel at ease both with one another and with staff because the school promotes a very positive, caring and welcoming ethos.

ISI Inspection Report, Feb 2022

Remuneration and Benefits

Our staff enjoy working as part of a strong school community. Parents are confident of the academic standards, telling the Independent Schools Inspectorate that their children have been ‘well challenged and tutored’ by ‘talented teachers’.

We reward our talented staff with a range of benefits.

Salary

Salaries are competitive and in line with independent school teaching scales.

Continuous Professional Development

All staff have access to professional development training as part of the school’s performance development and appraisal process. Individuals are encouraged to continue to develop their skills to provide high quality teaching and learning for our pupils.

Fee Remission

Discount available on school fees. Full terms and conditions provided by the Finance department.

Pension Scheme

Generous contributory pension scheme.

Refreshments and lunch

Refreshments and lunch provided during term time.

Cycle to work

Cycle to work scheme for staff members.

Parking

Parking for staff members is provided onsite.

Counselling Service

A free, confidential 24-hour telephone service available 365 days per year.

Use of School sports facilities

Staff may use the school’s sports facilities including a fitness suite, 25-metre indoor pool, squash courts and a staff fitness class.



Application & Selection Process

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. **A Letter of Application addressed to the Headmaster should accompany the application form.**

Short listed applicants will be invited to attend a formal interview with a panel at which their relevant skills and experience will be discussed in more detail. They will also teach a lesson, complete a series of tasks and be given a tour of Cranmore. Interview panels will include at least one person trained in Safer Recruitment.

If it is decided to make an appointment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract;
- the receipt of two satisfactory references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory; **Please note that references will be taken up on short listed candidates prior to interview.**
- the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;

Cranmore School is committed to safeguarding and promoting the welfare of children. Our recruitment process follows the guidelines in KCSIE. Applicants undergo enhanced screening including checks with past employers, the DFE and the DBS.

Key dates

Closing Date for Applications: 31 January 2025

Start date: 1 September 2025