

Appointment of Head of Religious Studies

January 2026

Information for Applicants



Welcome

Effingham Schools Trust is made up of a small group of schools sharing a Christian ethos nestled in the beautiful Surrey countryside. A family atmosphere pervades the schools where pupils can thrive, staff have fulfilling roles, and parents can be confident in their choice of education for their young people.

In 2019, neighbouring schools St Teresa's and Cranmore formed the Effingham Schools Trust partnership to create a diamond model school for girls and boys aged 2 to 18 years delivering all the advantages of both single-sex and co-education to girls and boys. Manor House subsequently joined the Trust in September 2023, forming a dynamic educational triumvirate. The partnership allows each school to focus on its strengths whilst retaining its individuality, offering all pupils an extraordinarily rich variety of shared events, facilities and resources. September 2025 saw the opening of the new co-educational Sixth Form on the St Teresa's site, the final part of the forward-looking educational strategy that the Trust has created.



The Role

St. Teresa's seeks 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 WJEC B Catholic Christianity and Judaism. This post offers an exciting opportunity to work as part of an enthusiastic team, within a dynamic, highly successful school in the beautiful Surrey Hills. Applications for a January start are welcome, though a later start date may also be considered.

All pupils will sit GCSE Religious Studies WJEC B Catholic Christianity and Judaism. The department currently consists of three members of staff. It is essential to have the ability to teach from Year 7 through to A-level.

Head of Religious Studies

Main Duties & Responsibilities:

- To contribute to the teaching of the Department by implementing the schemes of work, in accordance with departmental, Diocesan and general school policy requirements.
- Be familiar with and, ideally, have experience of teaching a curriculum in line with the Religious Education Curriculum Directory for Catholic Schools.
- Contribute towards the evaluation and modification of appropriate specification, materials and schemes of work.
- 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.
- 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.
- Contributing to the RS programme as required by any member of the Senior Leadership Team.
- Insist on the highest standards of work and presentation.
- Provide stimulus by a variety of teaching methods.
- Provide regular feedback on student progress by:
 - encouragement and regular marking and assessment.
 - maintaining records in order to supply marks or levels of attainment for coursework, reports, records of achievement and parents' evenings
- To attend departmental meetings, parent meetings and INSET days and work cooperatively within Department teams.
- To be familiar with the aims and objectives of the Department as outlined in the departmental handbook.

- Committed to enhancing spiritual life of the school community.
- Ensuring the department meets the requirements of the Diocese
- Working with the School Chaplain.
- To play an active role and contribute to the wider school community.
- To always set a good example to the students, including in matters such as dress code and moral conduct.
- To be familiar with school policies, in particular safeguarding procedures, and promote the welfare of children.

Person Specification

Qualifications

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

Experience

- An impressive record of outstanding and recent teaching in a senior school.
- Understanding of child-safeguarding issues and successful use of measures that promote and ensure the safeguarding of children.

Knowledge

- Excellent subject knowledge, fostering and maintaining students' interest in the subject.
- Demonstrate a critical understanding of developments in the subject and curriculum areas.
- A clear understanding of the essential qualities necessary for effective teaching and learning.

Skills

- Maintain professional relationships with colleagues
- Provide information about pupil performance to children, parents and other staff.
- Communicate effectively with pupils, parents and colleagues.
- Deal with professional matters and sensitive issues diplomatically.
- Observe confidentiality.

Personality

- Ability to inspire pupils.
- Have a good attendance and excellent punctuality.
- A willing and supportive team member.
- Energetic and creative.
- Keen to develop professionally.
- Resilience.
- Committed to safeguarding and promoting the welfare of children.

St Teresa's School

St. Teresa's has a school population of 500 including over 60 boarders, and a healthy Sixth Form. The school sits in 55 acres of beautiful countryside and the school benefits from excellent facilities. In recent years the school has carried out a significant development programme and further exciting projects are in the pipeline.

St. Teresa's offers a strong, caring community based on its Catholic traditions, but remains an inclusive environment that welcomes pupils and staff from all backgrounds. With recognised strengths spanning academia, sport and the creative and performing arts, we focus on the individual, allowing the girls to achieve their best and enabling them to follow their own unique path to happiness and success.



St Teresa's stands in grounds of 55 acres in an area of outstanding natural beauty between Dorking and Effingham in Surrey. There is easy access to London by road or rail; both Gatwick and Heathrow are within 45 minutes' drive.

The school is centred around the original eighteenth century manor house, which has evolved over the years and now proudly boasts some outstanding facilities.

A number of facilities have been provided to meet the needs of a modern education. These include a Sixth Form Centre, Equestrian Centre, Tennis Academy, a Performing Arts Centre comprising a large theatre, drama studios, music classrooms, practice rooms and recording suite. In addition, pupils at St. Teresa's enjoy a 25m indoor swimming pool, five netball courts, a multi-sport sports hall and newly revamped astroturf pitch.



Remuneration and Benefits

Our staff enjoy working as part of a strong school community.

We reward our talented staff with a range of benefits.

Salary

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

Continued 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

Discounts may be available on school fees. Full terms and conditions provided by the Director of Finance.

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 on site.

Counselling Service

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

Application and 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 Mr Stuart Field (Headmaster) should accompany the application form.

The letter should indicate your suitability for the post and your motivation for submitting the application. Further information including examination results and the Independent Schools' Inspection Reports can be found on the Schools' websites www.st-teresas.com.

As part of St. Teresa's commitment to safeguarding and promoting the welfare of children, any offer of employment to this post will be subject to receipt of a satisfactory Enhanced Disclosure and Barring Service check, along with qualifications, two satisfactory references and a satisfactory response to a Health Questionnaire. **Please note that references will be taken up on short listed candidates prior to interview.**

Closing Date for Applications:	Friday 28 th November 2025
Applications should be sent to:	Mrs Karen Babler (Recruitment Manager) k.babler@st-teresas.com St Teresa's School Effingham Surrey RH5 6ST

St Teresa's 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 disclosure and barring service.

St Teresa's reserves the right to interview at any stage of the selection process.