



CHRIST THE KING
SIXTH FORMS

CTK Emmanuel
Blackheath, SE13 5GE

CTK St Mary's
Sidcup, DA14 6BE

CTK Aquinas
Brockley, SE4 2NL

Are you an exceptional manager with a genuine passion for student success? Join us at CTK, an established sixth form centre for excellence, where you'll be central to our mission to help London's most ambitious students achieve success.

Head of Catholic Education and Chaplaincy (Full Time) Start Date: April 2024 (preferable) or September 2024

Salary Range: £37,594 to £54,227 (inclusive of London Weighting), dependent upon experience.

An exciting opportunity has arisen to manage Catholic Education and Chaplaincy at Christ The King Sixth Forms. If you are a practicing Catholic and a qualified teacher looking for an opportunity to make a real difference to the lives of young adults this may be the exciting role you are looking for. Catholicity permeates the life and work of the whole sixth form.

This is an excellent opportunity to join a talented staff team, who are highly skilled in Sixth Form education. The Christian values of the Catholic sixth form, combined with the Sixth Forms holistic approach to the character, social, emotional, spiritual and skills development of each student, will provide a Head of Catholic Education and Chaplaincy with a career defining opportunity to work in a truly unique setting. As an outstanding practitioner you will be supported to ensure the wellbeing needs of all learners are met in an environment of positive encouragement and mutual respect.

We have an outstanding chaplaincy team, and all students at the Sixth Form study a 10:10 General RE course. We have excellent links with local parishes, strong social action and a community that is keen to give back both internally and externally.

Join us to be inspired, be extraordinary and be the best you can be.

For details of how to apply and a job description please visit the vacancies page of our website, <https://www.ctk.ac.uk/vacancies/>

Christ the King Sixth Forms is committed to equity, diversity and inclusivity. We encourage applicants from all sectors of the community and are especially keen to encourage candidates from under-represented groups to apply.

If you have any queries, please contact us at recruitment@ctksfc.ac.uk or 02082979433.

Closing Date: Monday 26th February 2024 10 am

Interview Date: TBC

Christ the King Sixth Forms is committed to the safeguarding and welfare of young people. An enhanced DBS check will be undertaken for the successful applicant along with appropriate child protection screening, as per safer recruitment guidelines.



INVESTORS IN PEOPLE™

Job Description and Person Specification

Job Title:	Head of Catholic Education and Chaplaincy
Responsible To:	Assistant Principal (Catholic Life and Wellbeing)
Job purpose:	To lead and manage Catholic Education at the Sixth Forms. This will include responsibility to develop and take forward the Catholic life, Religious education and Collective worship. The role includes the line management of Chaplaincy. You will ensure that Catholic Education is highly effective and enables students to grow and flourish.

1. Job Description

The main activities and responsibilities are to:

- 1.1 To manage all aspects of Catholic education, ensuring Catholicity permeates the life and work of the whole sixth form and that provision for Catholic Life, Religious Education and Collective Worship is outstanding.
- 1.2 To lead and deliver the Sixth Forms 10:10 programme, ensuring that it is fully aligned with Catholic education, that it continues to meet statutory requirements and that it delivers an engaging, well-resourced programme of study.
- 1.3 To ensure the high quality of students' achievement, learning and progress in Religious Education and our 10:10 General Religious Education programme.
- 1.4 To support and develop staff to ensure they deliver a high quality 10:10 programme, planning and delivering regular CPD, training and guidance as part of a programme of professional development.
- 1.5 To manage the reporting of the 10:10 programme on performance monitoring reports, including working closely with the Assistant Principals of Character and Wellbeing.
- 1.6 To ensure the Religious Education curriculum meets the requirements of the Bishops' Conference of England and Wales.
- 1.7 To line manage the Chaplaincy Team across the family of Sixth Forms.

- 1.8 To lead and facilitate opportunities for spiritual growth and development, prayer, reflection, collective worship and gatherings.
- 1.9 Organise and participate in retreat activities for staff and students.
- 1.10 Provide opportunities for spiritual reflection and growth and promote the prayer life of the Sixth Forms including liturgical celebrations,
- 1.11 To encourage staff and students to take part in social action including Charity, community and volunteering work which help develop the Catholic character of the sixth form.

To lead the process of the Diocesan Self-Assessment and reports to Governors and other key stakeholders.
- 1.12 To assist the Leadership Team in maintaining and developing the distinctive nature of our Catholic Sixth Forms.
- 1.13 Leading and participating fully in the Catholic Life of the Sixth Forms, ensuring a sense of belonging with staff and students to strengthen relationships with those from different backgrounds and groups.
- 1.14 To ensure the Mission, Vision for Students and CTK Graces are central to life of the whole sixth form and inform how staff and students work with each other to promote success and the common good in the wider community.
- 1.15 To promote Gospel Values of trust and respect, in accordance with the Mission Statement of the Sixth Forms.
- 1.16 Develop and maintain respectful and collaborative relationships across the sixth form, promoting a culture of best practice, value for money and effective service delivery across the sixth form.
- 1.17 When appropriate, represent the sixth form externally building partnerships and representing the Sixth Forms to promote the work of the Catholic Life of the Sixth Form.
- 1.18 To control and manage the annual Catholic Education budget.
- 1.19 A commitment to Equity, Diversity and Inclusivity underpinned by willingness and ability to contribute to the holistic implementation of this demonstrated in performing the duties of the post.
- 1.20 To undertake other tasks, as required by the Executive Principal, after due consultation.

The duties outlined above are not intended to be exhaustive and the post holder will be required to undertake any duties commensurate with the role of Head of Catholic Education. In recognition of the ever-changing environment in which the sixth Form operates, the contents of this job description will be the subject of regular review in consultation with the post holder. The post holder will take part in an annual cycle of appraisal.

2. Person Specification

The successful candidate will be a committed practicing Catholic and have the following experience, skills and qualities:

2.1 Mission and Ethos

An excellent understanding of the importance of Catholic Education and Chaplaincy and support for the Catholic ethos of the Sixth Form

2.2 Qualifications

- Qualified to degree level or equivalent professional qualification.
- Hold a recognised teaching qualification

2.3 Leadership and Management

- Ability to work strategically and operationally, shaping the future and securing outcomes of the vision alongside the leadership team.
- Ability to plan, organise, prioritise and delegate workload effectively and meet deadlines.
- Ability to lead a team, including performance management, mentoring and developing others.
- Desire, capacity and ability to develop others and challenge underperformance.
- Evidence of ongoing professional development in relation to management.
- Ability to evaluate and moderate the quality of learning within the area and effect change through delivery through delivery of high quality professional development and training
- Ability to deliver high quality Catholic education
- Ability to produce reports and present information to a range of stakeholders.
- Excellent analytical skills and the ability to interpret and use data in order to raise achievement.
- Understanding of the importance of equity, diversity and safeguarding procedures in an educational environment.
- Have the ability to manage, motivate and communicate others.

2.4 Experience

- Use and development of Quality Assurance systems and policies to improve relevant areas of management.

- Experience of using innovative digital technologies to engage learners and enhance student outcomes.
- Evidence of professional development relevant to the role.
- Knowledge of and competence in the successful management of budgets.

2.5 Personal Qualities

- High standards: leading by example, professional, continually upholding the Sixth Forms aims and ethos.
- Positivity: sense of humour, ability to inspire and energise others, 'can do, will do' approach.
- Commitment: sustained energy and enthusiasm to achieve the Sixth Form's vision for outstanding
- Resilience and reliability: ability to remain calm under pressure, excellent attendance and punctuality.
- Innovative: passionate about embracing new technologies, methodologies, ideas and practices.
- Empathy: genuine care and passion for working with and developing young people and adults.
- Excellent organisation and problem solving skills.
- Excellent communication skills, verbal and written.
- Excellent eye for detail and a commitment to excellence.