



Co-op Academy  
Walkden



Application Pack

Head of Religious Studies

## Contents

Contents	1
Welcome for the Principal	2
Our Values	3
What makes our Academy amazing	4
Job Advertisement	5
Job Description and Person Specification	6-10
Safeguarding Children and Young People	11
Interview Process after closing date	12
How to find us	13

## Welcome from the Principal

Dear candidate

I am delighted that you are interested in the role of Head of Religious at Co-op Academy Walkden. Our academy serves the local communities of Worsley, Boothstown and Walkden and provides places for 1500 pupils aged 11-16. We are easily commutable from all areas of the North West.

We have a dedicated team of staff who build and share positive relationships and a caring culture with our wonderful students. This was highlighted in our recent Ofsted inspection (May 2023), where we were graded 'Good' in all areas.

This is an exciting time to be joining us as we focus on the next stage of our development. Having joined the Co-op Academies Trust in December 2018, we have been through a significant journey, driven by our co-operative values and 'Ways of Being'.

We are looking for talented and dedicated individuals who can build on our current success and support our ambitious vision for the future.

We pride ourselves on delivering a broad and ambitious curriculum for all children, including those with additional needs. We incorporate a small Enhanced Resourced Provision called the Hive, for students with cognitive learning difficulties and we also have an inclusion centre called The Link, to promote engagement for pupils who find school more challenging.

Should you choose to arrange a visit before applying you will find our Academy calm and purposeful. Like all who visit us, you will notice how wonderful our pupils are, the positive team ethos amongst staff and how welcoming and friendly we are. If you would like to visit, please contact Mrs Nicola Taylor, Principal's PA at [nicola.taylor@coopacademies.co.uk](mailto:nicola.taylor@coopacademies.co.uk) to arrange.

With best wishes

Matt Hacker  
Principal

# Our Values

Co-op Academies Trust is committed to the values shared by cooperatives everywhere:

Self-help – we support learners, parents, carers and staff to help themselves

Self-responsibility – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

Democracy – we give our learners, parents, carers and staff a say in the way we run our schools

Equality – we believe that the voice of each individual should be heard

Equity – we run our schools in a way that is fair and unbiased

Solidarity – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

We strive to demonstrate the following ethical values in everything we do:

Openness – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

Honesty – we act in a professional and respectful manner in our dealings with everyone

Social responsibility – we maximise our impact on the people in our communities while minimising our footprint on the world

Caring for others – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

## What makes our Academy amazing?

### Students:

- are engaged, very capable and want to learn
- create a welcoming atmosphere
- have amazingly supportive parents
- experience a broad range of visits and trips with many overseas
- participate in a vast array of expressive and creative arts shows and exhibitions
- complete in the Duke of Edinburgh Award and volunteer in the local community, raise significant funds for an Academy charity and participate in a wide range of sporting activities

### Staff enjoy:

- working with brilliant students who want to achieve well and aim high
- state of the art facilities
- national terms and conditions and a wide range of additional benefits provided by the Co-op Academies Trust and its sponsor, The Co-op
- high quality professional development programme provided by the Co-op Academies Trust and the support of many local Trust academies
- a fantastic employee benefits package that includes discount on various Co-op branded products, gym and leisure discounts, cycle to work scheme, Health care-cash back scheme, discounted driving lessons and many more! Staff encouraged to be Co-op members and therefore receive generous discounts on all Co-op products
- a strong Well-Being group have been instrumental in the Academy achieving Investors In People Gold Status
- secure on site parking

# Job Advertisement

## Head of Religious Studies

Salary: MPS / UPS TLR 2B

Contract: Permanent

Start date: April 2025 (or sooner where applicable)

Benefits include:

- Teachers Pension scheme
- Co-op staff discount
- Co-operative flexible benefits, including cycle to work
- Co-operative credit union
- Health-care cash-back scheme
- Discounted gym membership & leisure activities
- Season ticket & rental deposit loans

Closing date: 08.12.2024

Applications must be on our application form: please obtain a copy directly from our website [walkden.coopacademies.co.uk](http://walkden.coopacademies.co.uk) and return your completed form via email to [walkden.recruitment@coopacademies.co.uk](mailto:walkden.recruitment@coopacademies.co.uk) or post to:

Human Resources  
Co-op Academy Walkden  
211 Old Clough Lane  
Walkden  
M28 7JB

Co-op Academies Trust aims to provide an outstanding education for all our learners, founded on co-operative values, at the heart of the community. It is responsible for an increasing number of academies in Leeds, Greater Manchester, Wirral and Stoke-on-Trent with the Co-op acting as the sponsor. There is the likelihood of significant further growth in the near future.

We are looking to appoint a talented individual who can build on our current success and support our ambitious vision for the future by taking a lead role within our Religious Studies department.

Applications are invited from enthusiastic and committed applicants with the highest ability and practice.

This post offers variety, challenge and professional development.

For more information about the Trust and other vacancies please visit our website [coopacademies.co.uk](http://coopacademies.co.uk)

**Co-op Academies Trust** is an aware employer and is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.

To apply:

If you feel you have the relevant experience or appropriate skills to strengthen an already excellent team, please apply via our website, [www.walkden.coopacademies.co.uk](http://www.walkden.coopacademies.co.uk)

# Head of Religious Studies | Job Description

Job Title:	Head of Religious Studies
Directly responsible to:	Assistant Principal: Personal Development
Directly responsible for:	RS teaching staff, support staff and other relevant personnel
Grade:	MPS / UPS + TLR2b
Hours of Duty:	Full time

## Main purpose of the role:

- To contribute to the values and ethos of the Academy
- To lead and manage the Religious Studies department
- To teach and model the delivery of outstanding lessons, equipping students with the knowledge and skills needed to achieve the highest grades
- To be accountable for pupil progress and attainment within the department
- To implement strategies and interventions for raising student progress and attainment as evidenced by internal data collection and external examinations
- To establish a safe learning environment where pupils enjoy and achieve
- To promote scholarly enquiry and a love of Religious Studies across the Academy
- To quality assure and enhance the practice of a multidisciplinary team
- To review and develop the curriculum, involving subject specialists and students to motivate, inspire and equip students with world views.
- To communicate and liaise with staff, students, parents and members of the broader community as appropriate

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## Main (Core) Duties

All teachers are required to carry out the duties of a school teacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the Teacher Standards as part of the PPDR process as relevant to their role in the school. The duties outlined in this job description are in addition to those covered by the latest *Teachers' Pay and Conditions Document*. It should be read together with the job description for classroom teachers:

## Teaching and Learning

- To undertake an appropriate timetable of teaching
- To ensure effective teaching and pupil progress in the department through structured departmental monitoring to include observations, book looks and data review processes
- To keep up-to-date with developments and research in the subject area, teaching practice and methodology.
- To contribute to the Academy's procedures for the monitoring of the quality of teaching and learning and the curriculum
  
- To work with the Assistant Principal for Personal Development to ensure that staff development needs are identified and that appropriate CPD is designed and delivered to meet those needs.
- To establish structures for mentoring, coaching and line managing ECT and ITT staff in the department

## Curriculum Development

- To lead departmental curriculum development working with the Vice Principal: Curriculum to incorporate World Views.
- To design an engaging and challenging Religious Studies curriculum that enables all students to enjoy the subject and achieve the highest grades, supported by detailed schemes of work which ensure coherence across the key stages and effectively grow students' schemas of knowledge.
- To be accountable for the delivery of the subject across a multi-disciplinary team.
- To actively monitor and respond to curriculum developments and initiatives at national, regional and local levels and to disseminate this knowledge to staff.
- To set, oversee and evaluate regular and relevant granular and holistic assessments for students ensuring that they are carried out consistently by all department staff and standardised /moderated thoroughly.
- To ensure that all department staff are marking, assessing and providing feedback in line with best practice and Academy policies at all times.
- To ensure that all student data is understood, interpreted and utilised by all department staff to modify planning and personalise student support.
- To foster a shared understanding with parents/ carers of the Religious Studies curriculum, approach to teaching/ assessment and the standards of work and behaviour expected, establishing a partnership which involves parents/ carers in their child's learning as well as providing information about targets, attainment and progress.
- To play an active role in SACRE network meetings.
- To promote engagement in extracurricular activities and out of hours learning/ revision cycles which enhance learning opportunities to include subject related celebrations, days and competitions.
- To contribute to students' personal development through a rich and purposeful curriculum which supports students in becoming well-rounded citizens.

## Operational and Strategic Planning

- To lead the department by strategising and planning for improvement, in line with the Academy Development Plan.
- To regularly and forensically review the attainment and progress of all students, groups and subgroups with department staff and plan, implement and oversee support and interventions.
- To analyse, evaluate and produce reports as required on student attainment and progress.
- To liaise with all appropriate staff regarding support for student progress, including pastoral staff, the SENDCO, SLT and parents/carers.
- To support and monitor subject staff in the identification and implementation of effective strategies to raise attainment.
- To continuously improve the department by evaluating its performance versus historical benchmarks; using this process to identify areas of development to triangulate with the Departmental Development Plan.

## Leadership, Management and Communication

- To promote effective teamwork and to motivate staff to ensure effective working relations.
- To ensure effective communication internally and externally as appropriate with all stakeholders and persons/ appropriate bodies outside the Academy.
- To promote the highest standards of literacy across the Academy, supporting all staff as teachers of reading and role models in the use of standard English.
- To contribute to Performance Management (PPDR) cycles and to act as a reviewer for departmental staff.
- To support other members of the team in discharging their PM duties and to monitor the effectiveness of PM arrangements within the department.
- To manage departmental data, using it to inform strategies and improvement in teaching and learning and outcomes.
- To analyse, evaluate and report on performance data.



- To be responsible for and report on external examination performance.
- To be responsible for the deployment of staff and the day to day management of departmental colleagues, acting as a positive role model.
- To ensure that all Academy policies are implemented consistently by department staff.
- To support and challenge team members, including in circumstances when they are underperforming.
- To organise effective team meetings with relevant agendas centred on teaching and learning and raising progress and standards.
- To plan the deployment of staff expertise within the department.
- To manage available resources effectively in the department.
- To contribute to the process of the ordering of equipment and materials.
- To identify resource needs and to contribute to the efficient/effective use of physical resources.
- To effectively manage the department's budget in order to progress Academy and department priorities, ensuring value for money.

#### Other Specific Duties

- To take an active role in supporting behavioural systems and processes and student character development across the Academy to maintain the highest standards at all times.
- To be a Personal Development Tutor.
- To actively promote the Academy's corporate policies with consistency and diligence.
- To continue to pursue personal development opportunities.
- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To work closely with the Associate Assistant Principal for Personal Development to explore opportunities to broaden pupil exposure to external speakers and meaningful visits.
- To contribute to and support the whole school strategy for Equality Diversity and Inclusivity.
- To undertake any other professional duties as directed by the Principal or representatives.

#### Safeguarding

"Co-op Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf".

# Head of Religious Studies | Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (QTS) <b>A</b></li> <li>• Evidence of appropriate professional development commensurate with the role applied for <b>A</b></li> <li>• Degree level qualifications in specialist subject <b>A</b></li> </ul>	<ul style="list-style-type: none"> <li>• Additional professional and/or academic qualifications <b>A</b></li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven track record of successful teaching across KS3 and KS4 in Religious Studies <b>A R DL</b></li> <li>• Experience of working with parents and community members <b>A R</b></li> <li>• Evidence of good progress for students taught <b>A R DL</b></li> <li>• A thorough knowledge of the theory and practice of effective pedagogy <b>SP</b></li> <li>• Thorough knowledge of curriculum planning and delivery of Religious Studies <b>A SP</b></li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with youngsters who have English as an additional language <b>A</b></li> </ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Candidates should indicate an acceptance of, and commitment to, the principles of the Academy's equal opportunities policies and practice as they relate to employment issues and to the delivery of services to the community <b>A DL</b></li> </ul>	
<b>Leadership Qualities</b>	<ul style="list-style-type: none"> <li>• Evidence of ability to lead and manage change effectively <b>A SP R</b></li> <li>• Evidence of ability to lead, manage and work as part of a team <b>A SP R</b></li> <li>• An ability to instil confidence in others <b>A SP R</b></li> <li>• Effective listening skills <b>SP R DL</b></li> <li>• Excellent organisational skills and an ability to cope well with professional pressure <b>SP R DL</b></li> <li>• Evidence of ability to challenge in a supportive manner <b>A SP R DL</b></li> <li>• Evidence of ability to coach for improvement <b>A SP R DL</b></li> <li>• Evidence of ability to effectively use data to raise standards / analyse impact <b>A SP R</b></li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of performance management of colleagues <b>A R</b></li> </ul>
<b>Personal and professional attributes</b>	<ul style="list-style-type: none"> <li>• Excellent standards of personal presentation <b>SP</b></li> <li>• A strong and credible presence – personal profile <b>SP R DL</b></li> <li>• A “no excuses” disposition towards performance <b>A SP R</b></li> <li>• A commitment to the values shared by co-operatives worldwide <b>A SP DL</b></li> <li>• A commitment to restorative practice <b>SP DL</b></li> </ul>	

	<ul style="list-style-type: none"> <li>• Significant reserves of emotional intelligence and resilience <b>SP R DL</b></li> <li>• Excellent written and spoken English and high standard of numeracy <b>A SP R DL</b></li> <li>• An ability to adapt information for communication to a range of audiences <b>A R DL</b></li> <li>• Strengths in communicating with colleagues, individually or in groups <b>SP R</b></li> <li>• A commitment to the principles of professional confidentiality <b>A SP R</b></li> <li>• Approachability <b>SP R DL</b></li> <li>• Courtesy <b>SP R DL</b></li> <li>• Empathy, especially given the complexity of the student body <b>SP R DL</b></li> <li>• Flexibility and adaptability to change and changing demands <b>A SP R</b></li> <li>• An understanding of personal and team accountability <b>A SP R</b></li> <li>•</li> </ul>	
<b>Training and development</b>	<ul style="list-style-type: none"> <li>• A commitment to delivering and leading on professional development for colleagues as appropriate <b>A SP R</b></li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivery of CPD to subject-specific colleagues or more widely <b>A R</b></li> </ul>

**Key: A = Application; DL = Demonstration lesson; R = Reference(s); SP = Selection process**

Note to applicants: Please show in your application form, how you best meet these requirements

## Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

Candidates should be aware that all posts in Co-op Academy Walkden involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post.

1. Accordingly The Rehabilitation of Offenders Act (Exemptions) Order 1975 applies to this post and therefore you must declare any convictions and cautions which are unspent or not protected.
2. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
3. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

## Interview Process after the closing date:

Shortlisting will be conducted by a Panel, who will match your skills / experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement.
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

### Conditional Offer & Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks and any other pre-employment checks relevant to the role such as e.g. Childcare Disqualification Regulations, Prohibition check / s.128, overseas records check
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.

## How to find us

The nearest bus stop is just a short walk from the Academy and can be reached via several different bus routes from most other parts of Manchester. The Academy is also located a short walk away from the nearest train station, from which you can travel easily in to Manchester City centre.

### Location:

Co-op Academy Walkden is situated in South Walkden (Salford – Manchester) and serves the suburbs of Worsley, Roe Green, Ellenbrook and Boothstown.

The Academy has excellent transport links making it easily accessible from both local and surrounding areas. For anyone travelling by car, the Academy is only five minutes from the motorway. Junction 14 on the M60 ring road is the closest exit, with easy access from the M62, the M61 and the M602 and from the A580

At Co-op Academy Walkden we encourage pupils to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.