

Coloma Convent Girls' School & Sixth Form



Head of Religious Education Candidate Information Pack

Tel: (0208) 654 6228

Email: office@coloma.co.uk



Headteacher Welcome

Dear Candidate,

Welcome to Coloma Convent Girls' School & Sixth Form. Thank you for your interest in the role of Head of Religious Education in our successful, vibrant and ambitious community.

In August 1869, Coloma first opened its doors in Croydon and for 60 years has stood in the foothills of Shirley as a place of faith, learning and opportunity. Our beautiful grounds frame a deep history, one that has shaped generations of young women who leave us equipped to make a difference in the wider world.

We are guided by our Catholic ethos; the love of God, Gospel values, service, faith and compassion and believe in educating the whole person. Our mission is clear: to be a community where Christ is at the centre as we nurture the pursuit of our God given greatness today in the leaders of tomorrow. At Coloma, that includes setting the highest standards for both staff and students; expecting integrity, discipline, self-belief and a love of learning in every classroom; fostering courage, compassion and wisdom in every decision; and always being guided by God in our purpose.

Within this mission, the role of Head of Religious Education is profoundly important. Religious Education sits at the heart of our Catholic identity, shaping the formation of our students and sustaining our community's understanding of faith, morality and service. You will lead a subject that is central to who we are a subject that not only teaches knowledge, but forms conscience, nourishes spiritual growth and helps each student understand her dignity as a child of God.

We are looking for someone who is committed to working with colleagues across our Trust and who is committed and ambitious for their own professional development. We serve the families of the local community and are part of St Oscar Romero Catholic Academy Trust, an established multi-academy trust of four secondary and twelve primary schools in South East London and Kent.

In practical terms: we offer a contemporary, broad and challenging curriculum from Key Stage 3 through to Sixth Form. We value support, stretch and challenge, academic rigour, and offering every pupil access to doors that open for higher education, future careers and leadership in any area of the globe. Because we are a school for girls and young women, empowering them is not an add-on but central to our work. We believe that giving girls confidence and ambition, rooted in strong moral values, changes lives.

We expect our staff to share our commitment to excellence: professionals who will maintain high expectations, inspire, support and challenge; who will contribute to our Catholic life and lead with compassion, courage and integrity. As Head of Religious Education, you will be a visible guardian of our Catholic character, modelling faith in action and shaping the spiritual, moral, social and cultural development of our students.

In this role, you will join a community that is both proud of its history and excited for its future. You will help to sustain a school culture where every girl knows she is loved, valued and cared for; where faith, kindness and service are lived; where success is achieved not at the expense of others but through hard work, respect and caring for all.

If you believe, as we do, that greatness is possible in every young woman, that education is more than academic results but the formation of character, and that faith and learning belong together, then Coloma could be the place for you.

I look forward to exploring your vision for how you would lead Religious Education here at Coloma and help guide our community forward on our journey towards exceptional Catholic education for all.

With warm regards,

Mrs Bumford Sinclair
HEADTEACHER
Coloma Convent Girls' School



Welcome from Allison MacQuire, Chair of the Board St Oscar Romero Catholic Academy Trust



Dear Prospective Colleague,

Thank you for your interest in the St Oscar Romero Catholic Academy Trust and for taking the time to explore the opportunities available within our family of schools.

As Chair of the Board, it is my privilege to welcome you to a community of Catholic Schools, rooted deeply in the teachings of Christ and inspired by the life and legacy of St Oscar Romero – a champion of justice, compassion and courage. At the heart of all we do is the belief that every young person is called to live with purpose; and that every child in our care deserves the very best we can provide for them.

We are a growing Trust of distinctive Catholic schools across the Archdiocese of Southwark, committed to excellence in academic and spiritual formation. In our schools, Christ is at the centre of daily life, and our shared mission – to serve children, families and staff with love, dignity and respect – shapes every aspect of our work.

Our Trust values the contribution of every member of staff, recognising that it is our people who bring our mission to life. We are committed to professional growth, collaboration between schools, and fostering a culture where staff feel supported, inspired and empowered to be their best. This means investing in development, building strong communities of practice, and embracing the distinct gifts each colleague brings to our shared purpose.

This information pack is designed to give you a meaningful picture of who we are and what it means to serve within the St Oscar Romero Catholic Academy Trust. I hope it speaks to both your professional aspirations and your vocational calling.

Thank you again for considering joining us. If you feel called to contribute to our mission, I warmly encourage you to apply, and I do hope you get the chance to join our amazing community and family; and be part of our journey in Christ.

Yours faithfully,

Allison MacQuire
Chair of the Board
St Oscar Romero Catholic Academy Trust



Welcome from Clare Verga, Chief Executive Officer St Oscar Romero Catholic Academy Trust



Dear Prospective Colleague,

Thank you for your interest in the role of Head of RE at Coloma Convent Girls' School, part of St Oscar Romero Catholic Academy Trust and for taking the time to consider this exciting opportunity.

As Chief Executive Officer, I am honoured to have the privilege to serve our school communities and work alongside dedicated and inspiring colleagues. Our focus is on enhancing the opportunities that Trust membership delivers to each distinctive school community. Through collaboration, partnership, support and challenge, we strengthen the capacity of individual schools to serve as beacons of learning and love.

A group of sixteen schools, we are made up of four secondaries and twelve primaries. We are on an exciting journey. A journey of growth that has as its goal, our determination to provide the young people in our schools the very best that Catholic education has to offer. Sponsored by the Archdiocese of Southwark, the development of our Trust is key to our Archbishop's education strategy for the future. As such, we are growing our Trust to become a group of thirty-five Catholic schools over the next three to five years.

Our commitment is guided by the teachings of Christ and His Church. We care for, support and educate our children and young people to the highest possible standards. Our schools are inclusive and are driven by a passion to do the very best for every child and young people in our care. Every day we strive to add value to our schools to ensure they are vibrant, exciting, welcoming places, so our children and young people learn, grow and flourish.

We hope this exciting opportunity and joining our Trust is of interest to you and we look forward to receiving your application.

Yours faithfully,

Clare Verga
Chief Executive officer
St Oscar Romero Catholic Academy Trust



Recruitment Process:

Once you have submitted your application, it will be assessed against the criteria in the person specification. Successful candidates will then be invited to attend an interview.

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by contacting the school.

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

References:

Before you are invited to interview, we will obtain references from your referees. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

Priest's Reference Requirement:

Please be aware that, in line with updated Diocese guidance, a reference from your Parish Priest must be obtained at the shortlisting stage, before you can be invited to interview. Upon receipt of your application, your Parish Priest will be contacted for a reference. To prevent delays in the recruitment process, applicants are strongly encouraged to:

- Inform their Parish Priest in advance that a reference request will be issued as part of their application.
- Ensure that their Priest's contact details are accurate and fully completed with the application form.
- Provide consent for the recruitment team to contact the Priest as soon as the application is submitted.
- Failure to secure a Priest's reference in a timely manner may affect your progression to the interview stage.

Right to work in the UK:

Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Criminal Convictions:

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. A Children's Barred List check is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.

Data Protection:

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.



Job Title: Head of Religious Education

Contract Length: Full Time and Permanent

Salary Range: MPS/UPS (Outer London) Plus TLR

Accountable to: Headteacher

An exciting opportunity has arisen for an exceptional candidate to become Head of Religious Education of Coloma Convent Girls' School. We are seeking a practising Catholic in full sacramental communion*, who is an inspiring teacher, and expert in Catholic Religious Education, and a committed leader. The successful candidate will be someone with vision, energy and passion to ensure that RE remains academically rigorous, theologically rich, and fully aligned with the mission of the Church and the expectations of the Religious Education Directory (RED). They will share our drive to ensure that every pupil receives an outstanding Catholic education rooted in the Gospel and centred on Christ.

The Head of RE will be an inspirational leader who brings both strong subject expertise and a deep understanding of RE as the core of the core curriculum and wider school life. They will have a proven track record of securing excellent outcomes, leading curriculum innovation, experience of implementing or contributing to the RED 2023 model (Hear – Believe – Celebrate – Live; Dialogue and Encounter), leading change within their departmental team, and ensuring that the quality of education from Key Stage 3 to Sixth Form consistently matches our ambitions.

The wellbeing and holistic formation of our young people remain at the forefront of our mission, and the successful candidate will demonstrate unwavering commitment to nurturing students spiritually, academically and personally. They will be supported to develop as a confident, versatile and well-rounded middle leader, with opportunities to contribute to whole-school improvement, Catholic Life and mission, and wider Trust initiatives. This role will allow an ambitious practitioner to grow in leadership while ensuring RE continues to flourish as a model of excellence.

At Coloma, the educational experience is so much more than a comprehensive curriculum. For over 150 years, we have formed young women of compassion, courage and character who are inspired to live out their faith and make a positive contribution to the world. The successful candidate will be committed to establishing a positive, proactive and outward-looking culture within the RE department. One that promotes excellence, encourages collaboration, and drives internal improvement, all underpinned by Gospel values and fidelity to the Church's teaching.

Being part of the Trust offers the opportunity to work collaboratively with colleagues across other Catholic schools, contributing to the continued development of RE and Catholic Life across South East London.

The ideal candidate will:

- be a practising Catholic* in full sacramental communion;
- be an excellent teacher of RE with strong subject knowledge and theological literacy;
- have experience of leading or contributing to high-quality RE provision across KS3-KS5;
- demonstrate the ability to design and implement a knowledge-rich, text-centred curriculum aligned to the Religious Education Directory (2023);
- have experience of securing excellent outcomes and driving improvement in teaching, learning and assessment;
- be able to demonstrate success in leading curriculum development and embedding high expectations across a team;
- align to the mission, vision and values of Coloma Convent Girls' School and Sixth Form, St Oscar Romero Catholic Academy Trust and the Archdiocese of Southwark;
- manage Curriculum Lead and RE team.



* A 'practising Catholic' is defined as someone who has been sacramentally initiated in to the Catholic Church and who adheres to those substantive life choices which do not impair them from receiving the sacraments of the Church and which will not be in any way detrimental or prejudicial to the religious ethos and character of the school. Inspired by the Gospel and sustained in God's grace, a practising Catholic will give sincere external expression to their interior faith through specific religious, moral and ethical behaviour which is in accordance with the teaching of Christ and the Catholic Church.

In return we offer:

- opportunities to work within a highly skilled and supportive team;
- a commitment to continue with national pay, terms and conditions;
- access to the generous Teachers Pension Scheme;
- a highly supportive working environment rooted in Catholic Values;
- training opportunities to support a continuing leadership journey.

Visits to our beautiful school site in the Shirley Hills are highly encouraged.

To arrange an informal conversation with the Headteacher and/or to arrange a tour then please contact Mrs Vicki Davis, Executive Assistant to the Headteacher, via recruitment@coloma.co.uk

Further details of this role can be found on TES, [Coloma website](#) and [RCAOS website](#)

Recruitment Timeline and Key Dates

Closing date for applications: 14th April 2026 @9am

Interview date: 30th April 2026

Start date: September 2026

To reiterate, in line with updated Diocese guidance, a reference from your Parish Priest must be obtained at the shortlisting stage, before you can be invited to interview. Upon receipt of your application, your Parish Priest will be contacted for a reference.

For applicants that are invited to interview, Coloma will request references from your referees.



ABOUT THE ROLE

Job Overview:

The Head of Religious Education is responsible for the strategic and leadership of RE at Coloma and works closely with the Headteacher in setting the vision for Catholic life across the school. They uphold and develop the Catholic character of the school by ensuring that RE is taught in accordance with the Religious Education Directory (2023) and Religious Education Curriculum Directory (2012) and the expectations of the Archdiocese. RE is the core of the core curriculum and must be delivered with academic rigor, theological accuracy and fidelity of the Church's teaching.

The Head of RE is responsible for providing professional leadership and effective management of the RE department. This includes the line management of the Curriculum Lead and RE staff, close collaboration with the Lay Chaplain, and a significant contribution to the Catholic Life and Mission of the school. The post holder oversees the RE curriculum and assessment, ensuring high-quality teaching and learning across all key stages, and raising attainment and achievement for all pupils in RE.

Main Purpose of the Role

- Lead and develop the Catholic life and mission across the school, ensuring it is at the heart of all activities
- Ensure the provision of high-quality teaching, learning and outcomes in RE across Key Stages 3-5
- Support staff and governors in embedding the Catholic ethos throughout the curriculum and wider school life
- Design, implement, and monitor a Religious Education curriculum that integrates Catholic Social Teaching and meets statutory requirements
- Oversee chaplaincy and pastoral provision, ensuring spiritual care for all pupils and staff including meaningful liturgical events and activities
- Collaborate effectively with parish and diocesan partners to strengthen the school's Catholic identity and mission
- Demonstrate strong leadership in collective worship and in the spiritual development of pupils and staff

Key Responsibilities

- Develop and deliver a vision for Religious Education that is consistent with the school's Catholic mission and ethos
- Lead, manage, and support the RE department, including line management and professional development of staff
- Plan and coordinate liturgical celebrations, retreats, and sacramental programmes
- Ensure the effective monitoring and evaluation of teaching, learning, and pupil progress in RE
- Advise the senior leadership team, governors, and all staff on matters relating to the Catholic life of the school
- Develop and maintain strong partnerships with local clergy, parishes, and the Diocese
- Promote a whole-school approach to spiritual, moral, social, and cultural development

Qualities

The Head of Religious Education will:

- promote the Gospel Values by their personal example therefore, the post must be filled by a practising Catholic* who can show, by example and from experience, that he or she will ensure that the RE curriculum and department ethos is distinctively Catholic in all aspects with Christ at Centre;
- uphold public trust in teaching profession and maintain high standards of ethics, behaviour and professional conduct;
- build positive and respectful relationships across the school community;
- serve in the best interests of the school's pupils by providing a rigorous, enriching and formation-focused RE curriculum;
- demonstrate depth of theological understanding, intellectual curiosity and a commitment to ongoing professional and spiritual development, in line with both Directories' expectations for the Religious Educator.

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Duties and responsibilities

The duties and responsibilities of the Teachers' Standards (DfE, 2011, updated 2021) as set out by the Department for Education.

Teaching, curriculum and assessment

Under the direction of the Headteacher, the Head of RE will:

- establish, model and sustain high-quality teaching and excellent classroom practice in RE across all key stages;
- ensure teaching is underpinned by subject expertise, strong theological literacy and fidelity to the Magisterium;
- implement an inclusive curriculum using RED structure to ensure strong progression and coherence;
- commit to an inclusive “education for all and of all” approach so that all pupils achieve well;
- effectively use formative assessment to inform strategy and decisions and improve pupil outcomes;
- monitoring teaching through lesson observations, work scrutiny and assessment and ensure that assessment practices are valid, reliable and proportionate to the subject’s theological and academic demands;
- lead the development of teaching materials, ensuring accurate use of Scripture;
- support colleagues through coaching and CPD;
- use data effectively to track progress and identify gaps, ensuring the highest outcomes for all pupils.

Additional and special educational needs (SEN) and disabilities

Under the direction of the Headteacher, the Head of RE will:

- promote a culture and practices that enables all pupils to access the RE curriculum;
- maintain high and ambitious expectations for all pupils with SEN and disabilities;
- work effectively with parents, carers and professionals to ensure appropriate adaptation to RE curriculum and pedagogy;
- ensure statutory SEND duties in regarding to the SEND code of practice are met.

Organisational management and school improvement

Under the direction of the Headteacher, the Head of RE will:

- support the Headteacher is sustaining the school’s Catholic ethos and strategic direction including promoting RE as central to mission and identity.
- establish and oversee department systems, processes and relevant policies
- ensure the safety and wellbeing of staff and pupils, including secure handling of sensitive or controversial topics in RE;
- manage department staff workload with professionalism and care;
- allocate department resources and budgets efficiently;
- identify problems or barriers to RE provision, develop strategies for improvement that are realistic and aligned with school and Trust priorities.

Professional development

The Head of RE will:

- ensure RE staff have access to high-quality CPD that deepens subject expertise, theological understanding and pedagogical skill.
- keep up to date with national, diocesan and Church developments in Religious Education.
- seek ongoing professional and spiritual development in line with the call for teachers to be both witnesses and experts.



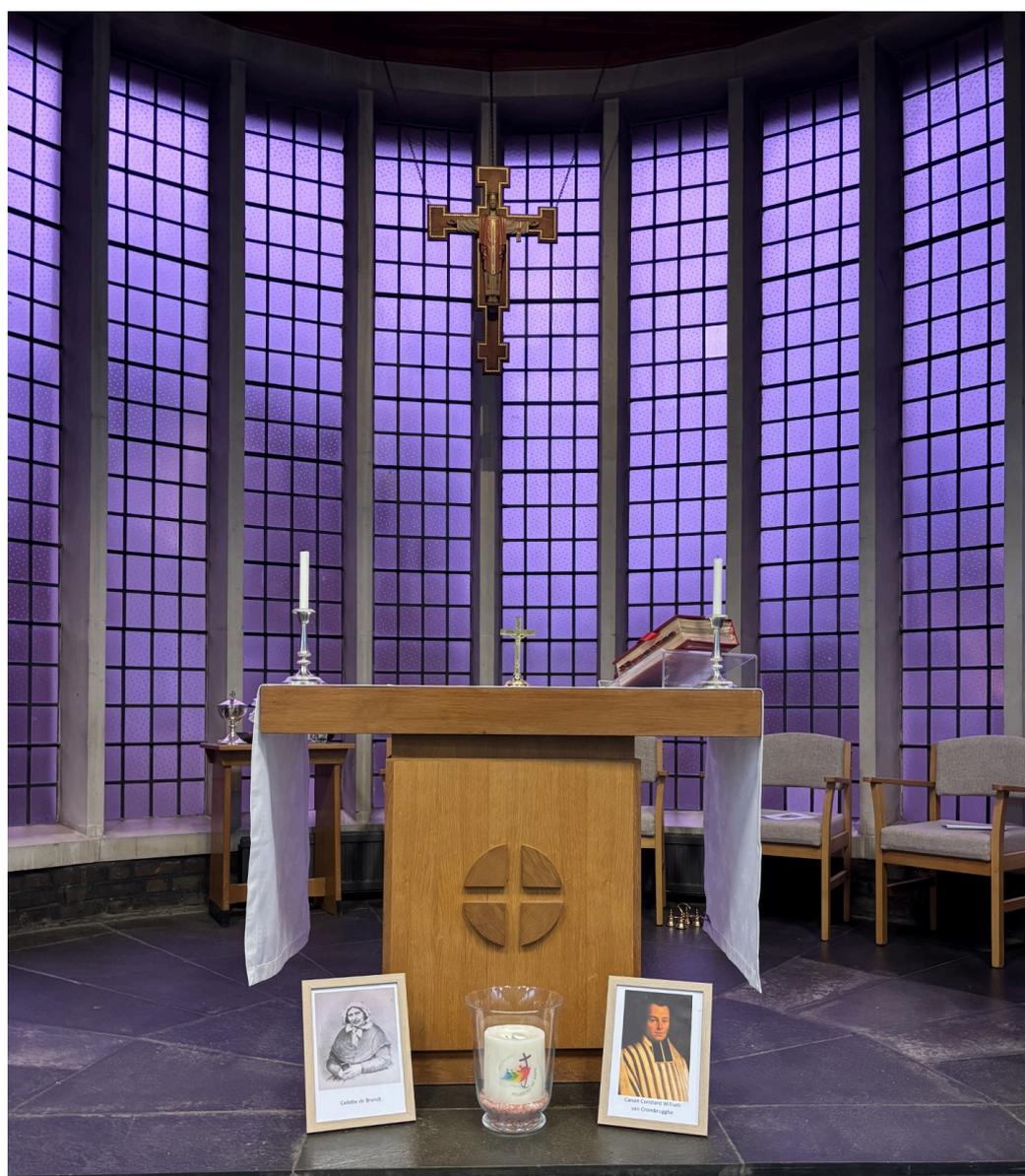
Governance, accountability and working in partnership

The Head of RE will:

- understand the role of effective governance and contribute positively to governors', Trust and Diocese monitoring of RE;
- ensure that RE staff understand their professional responsibilities and are held to account where appropriate;
- ensure the RE department operates within regulatory, diocesan and Trust frameworks and meets all statutory and canonical responsibilities;
- work successfully with other schools and organisations within the Diocese, Trust and LA to share best practice and strengthen Catholic Education;
- maintain working relationships with fellow professionals and colleagues to improve educational outcomes in RE for all pupils.



Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.



Education and Training

- Qualified teacher status (QTS)
- Degree in Theology, Religious Education, Philosophy or closely related subject
- Catholic Certificate of Religious Studies (CCRS) – Desirable
- Commitment to continuous training in RE pedagogy, catechetical formation and curriculum development – Desirable

Experience

- Successful RE teaching across KS3-KS5 with strong student outcomes
- Experience of leading and managing a subject or curriculum team in a secondary school
- Involvement in department evaluation and development planning
- Evidence of successful line management, coaching or mentoring of colleagues
- Leadership in whole school teaching and learning including sixth form
- Evidence of ongoing theological, liturgical or catechetical professional development - Desirable

Knowledge and Skills

- Strong RE subject knowledge including:
 - Scripture literacy, correct use of approved Catholic translations, contextual and hermeneutical understanding
 - Knowledge of the four Areas of Study from the RE Curriculum Directory (2012): Revelation, Church, Celebration, Life in Christ
- Understanding of Catholic Social Teaching (CST), its principles and application
- Understanding of high-quality teaching, and the ability to model this for others within the department and support others to improve
- Ability to understand, plan and manage the departmental budget, resources and RE curriculum time (10% KS3–4 and 5% KS5 requirement)
- Effective communication and interpersonal skills and ability to build effective working relationships
- Ability to articulate a compelling vision for RE
- Understanding of how to adapt RE for pupils with SEND, including multi-sensory and symbol-supported approaches

Personal qualities

- Practising Catholic* in full sacramental communion
- Evident commitment to Catholic education and to promoting the Mission, Ethos and CST of Coloma
- A commitment to delivering excellent outcomes for all pupils;
- Ability to prioritise effectively
- Problem-solving abilities
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position
- Desire to ensure that all young people thrive

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PERSONAL SPECIFICATION

Personal Qualities	Measured by: A - Application I - Interview	E - Essential or D - Desirable
Practising Catholic* in full sacramental communion	A	E
Awarded with Catholic Certificate of Religious Studies (CCRS) or willingness to obtain	A	D
Proven commitment to Catholic education and the distinctive mission of a Catholic school	A, I	E
Ability and willingness to lead and support the Catholic ethos of the school	A, I	E
Familiarity with and commitment to implement the Religious Education Directory (2023) and RECD (2012)	A, I	E
Commitment to a broad and balanced education for all students	A, I	E
People orientated leader who can inspire commitment, enthusiasm and collegiality from staff, students, parents/carers, governors and the community	A, I	E
Able to employ a range of leadership and management styles appropriately, to motivate others	A, I	E
Values diversity and recognises individual dignity	A, I	E
Approachable with a good sense of humour	I	E
Willingness to contribute to the wider life of the School and community	I	E

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Coloma Convent Girls' School
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**“Education is a very practical
and simple thing, which
requires little theory, but much
care; few precepts but a lot
of love.”**



**Canon Constant William van Crombrugghe,
Founder of the Daughters of Mary
and Joseph**

