

## **Job Outline**

**Title:** **Adviser in Religious Education (Primary Schools)**

**(3 days a week)**

**Department:** **Schools and Special Religious Education (SPRED)**

**Reports to:** **Head of Schools and SPRED**

### **Main purpose and scope of role:**

- To support, advise and provide development opportunities for staff within Catholic schools to enhance the delivery and quality of Religious Education across the Archdiocese of St Andrews & Edinburgh.
- To advise the Archbishop on relevant aspects of Catholic education and education generally.

### **Key relationships:**

- The Archbishop and his senior team, including the Chief Operating Officer and the Curia
- Head Teachers and Teachers in Catholic Primary Schools in the Archdiocese
- R.E Advisers working in other Dioceses across Scotland
- The Scottish Catholic Education Service (SCES)

### **Key accountabilities:**

#### **Planning**

- Contribute to a 3-year departmental plan for discussion and approval, including planning of Career Long Professional Learning (CLPL) courses for teachers.

#### **Development & Facilitation**

- Support Sacramental Preparation across the Archdiocese.
- Develop and facilitate CLPL courses for teachers.
- Develop teaching resources.
- Develop catechetical support for local schools.
- Develop curriculum resources for Catholic Religious Education.
- Work with Senior Managers to assist them to identify their needs and provide appropriate support as required.
- Support, develop and/or contribute to opportunities for the spiritual development of teachers.
- Support the implementation of "This Is Our Faith" and "God's Loving Plan".

### **Knowledge sharing and networking**

- Identify experts in various areas to lead additional CLPL opportunities.
- Network with other R.E. Advisers in Scotland and with Catholic agencies as required.
- Establish and maintain a technical platform to share good practice, resources and expertise with other teachers and R.E. Advisers across Scotland.
- Share resources and experience to support teachers in the implementation of curriculum developments in Religious Education.
- Keep up-to-date with developments in both the educational field and the Church's mission.

### **Qualifications/Knowledge:**

- A qualified teacher holding a Catholic Teachers Certificate
- A committed Catholic of good standing who understands and upholds the Charter for Catholic Schools

### **Experience:**

- Current experience (within last 5 years) of teaching in a Catholic school
- Experience in maintaining an on line resource/database
- Experience in developing and writing teaching material

### **Skills and Abilities:**

- Excellent communication skills, both oral and written
- Good team player
- Effective networker
- Ability to deal empathetically with personal and sensitive matters

### **Other requirements:**

- Able and willing to travel and occasionally work unsocial hours