

Job Description

Title:	Adviser in Religious Education (Secondary Schools) (2 days a week)
Department:	Schools & SPRED
Reports to:	Chief Operating Officer (Close link to Head of Schools & 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 and Edinburgh.
- To advise the Archbishop on relevant aspects of Catholic education and education generally

Key relationships:

- Senior Managers and Principal Teachers of Religious Education
- The Archbishop and his senior team, including the COO and the Curia
- The Adviser in Religious Education (Primary Schools) of 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 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 and Principal Teachers of R.E. to assist them to identify their needs and then support them to deliver this.
- Support the implementation of God's Loving Plan

Knowledge sharing & 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 R.E. Advisers across Scotland
- Share resources and experience to support teachers in the implementation of curricular developments in R.E.
- Keep up-to-date with developments in both the educational field and the Church's mission

Qualifications/Knowledge:

- A qualified teacher holding a Catholic Teacher's 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 online resource library
- Experience in developing and writing teaching material

Skills and Abilities:

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

Other requirements:

- Willing to travel and occasionally work unsocial hours