

<b>Job Title:</b>	Religious Education Adviser
<b>Reporting to:</b>	Deputy Director of Education
<b>Responsible for:</b>	N/A
<b>Location</b>	St Margaret Clitherow Centre, Archdiocesan Office, Croxteth Drive, Liverpool L17 1AA

### **Mission Statement**

**“Taking to heart the last words of the Lord Jesus, we will go into the world to proclaim the Good News to the whole of creation.”**

### **Job Summary**

Together with other Advisers and the wider team, you will be responsible for promoting Prayer and Liturgy, Catholic life and Mission and Religious Education in the schools and colleges of the Archdiocese of Liverpool, and academies.

### **Main Duties and Responsibilities**

- Advise schools on the implementation of the Prayer and Liturgy Directory.
- Develop and deliver training to teachers on all aspects of prayer and liturgy in schools.
- Visit schools to observe times of prayer and liturgy and to offer guidance and feedback.
- Contribute to the development of the Archdiocesan scheme of work for the Religious Education Directory.
- Liaising with other advisers to develop and deliver training to teachers on any other areas as directed by the Deputy Director of Education.
- Assist with the provision of advice at meetings of headteachers and governors on the matters of Prayer and Liturgy policy and developments in RE.
- Inform clergy of the developments in prayer and liturgy.
- Offer support and advice to priests in their work as governors and in their relationship with schools serving their parish/deanery.
- Represent, from time to time, the department at national meetings with NBRIA and the Catholic Education Service as appropriate.
- Advise schools on preparation for Catholic Schools Inspections.
- Attend feedback meetings with schools following Catholic Schools inspections.
- Contribute to the Archdiocesan CCRS programme sessions in conjunction with other members of the department.

### **Key Accountabilities**

- Provision (shared) of advice service to governors, headteachers, parish priests, staff and parents including legal and contractual issues.
- Assist in the induction of new teachers and Headteachers.
- To actively build strong working relationships in liaison with other advisers, administrators, internal and external contacts, including Parish Priests, schools, external advisers and other organisations.
- In liaison with the Director of Education keep up to date with Archdiocesan policies and procedures, regulations and the sharing of knowledge amongst the team.
- To assist the team in maintaining and archiving records in accordance with current policy.

- Attend, support and contribute to in house external training programmes to aid continuous individual development.
- Supporting schools with delivery of in-service training days.
- Providing reports to committees or external organisations as appropriate.

### **General**

1. Where necessary, attend, support and contribute to in house and external training programmes to aid continuous individual development.
2. At all times act in a professional and appropriate manner and actively promote the ethos of the Archdiocese of Liverpool.
3. To undertake such other duties as may reasonably be required of you that are commensurate with your level of responsibility and experience.

### **Confidentiality**

During your employment, you may gain knowledge of confidential matters, which may include personal and/or business-related issues. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

### **Data Protection**

Where it is a requirement of the job for the post holder to use computers or other information technology, he/she will be required to ensure that security procedures are followed as appropriate and that confidential information for example, passwords, is not communicated to unauthorised individuals.

### **Safeguarding**

The post holder, during the execution of this role, is likely to come into regular contact with children and vulnerable adults. At the date of issue, this role, having been assessed by the Archdiocesan Safeguarding Section, has been deemed to require a Disclosure and Barring Service check.

### **Health and Safety**

All employees are required by Section 7 of the Health and Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.

### **Display Screen Equipment Users**

Section 39 of the Employee Handbooks states that employees who, following a suitable assessment, are deemed to be a Display Screen Equipment (DSE) User will be eligible to have an eye test funded by the Archdiocese of Liverpool and, where necessary, financial support towards the costs of lenses.

This post does require the job holder to habitually use DSE as part of their normal work and therefore is classed as a Display Screen Equipment User.

### **Voluntary Duties:**

During your employment, should you wish to engage with any activities in your local parish community, these are deemed voluntary in nature and must be undertaken outside of your contractual working hours, as they do not form part of your employment with the Archdiocese.

**General Clause**

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder. Any changes will be agreed in conjunction with the designated line manager.

Signed by Employee: ..... Date: .....

Print Name: .....

Signed by Line Manager: .....Date: .....

Print Name: .....

Qualifications	Essential	Assessment Method
	<ul style="list-style-type: none"> <li>• Good standard of education to degree level or equivalent.</li> <li>• Qualified Teacher Status.</li> <li>• Catholic Certificate in Religious Studies.</li> </ul>	AF AF AF
Skills and Knowledge	Essential	
	<ul style="list-style-type: none"> <li>• Highly developed verbal and written communication skills.</li> <li>• Ability to use own initiative.</li> <li>• Ability to respond to tasks in a creative and imaginative manner.</li> <li>• Stamina and resilience.</li> <li>• Ability to set priorities and work to tight deadlines.</li> <li>• Strong interpersonal skills with proven ability to develop effective working relationships.</li> </ul>	AF / I AF / I AF / I AF / I AF / I AF / I
Experience	Essential	
	<ul style="list-style-type: none"> <li>• Experience of successful management of religious education and wide teaching experience in a Catholic primary school.</li> <li>• Committed practising Catholic with a clear contemporary vision of Church education.</li> <li>• Awareness of recent initiatives in Religious Education.</li> <li>• Recent experience of assessment, recording and reporting.</li> <li>• Understanding of current Church teaching.</li> <li>• Experience of spiritual, personal and professional development.</li> <li>• Planning and delivering in service training.</li> </ul>	AF / I AF / I AF / I AF / I AF / I AF / I AF / I
Personal Attributes	Essential	
	<ul style="list-style-type: none"> <li>• Sound understanding of the distinctive nature of Catholic schools.</li> <li>• Appreciation of Catholic schools' mission and role in the community.</li> <li>• A proactive approach to continuous improvement.</li> <li>• Ability and desire to learn new skills / tasks quickly.</li> <li>• Reliability, energy and enthusiasm with the ability to create a positive impact.</li> <li>• Able to think analytically and flexibly.</li> <li>• Confidence in dealing with people face to face and on the telephone.</li> <li>• Ability to travel across geographical area of the Archdiocese of Liverpool.</li> <li>• Flexibility to cover evening working if required.</li> </ul>	I I AF / I AF / I AF / I I AF / I I I