



## **Job Description**

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

**Department:** **Education**

**Reports to:** **Secondary Schools Advisor**

### **Position Summary:**

To prepare an annual plan for Primary Schools, to be discussed and approved

To be accountable for the delivery of the Plan

To promote and support Religious Education in the Primary Schools of the Archdiocese

To work with the National Association of Catholic RE Advisers as agreed and required

### **Main Duties:**

- Develop and facilitate CLPL for religious education in primary schools
- Develop and facilitate CLPL which will support the faith mission and prayer life of Catholic schools
- Prepare an annual plan for approval and then deliver it
- Support primary schools in addressing their faith mission
- Respond to enquiries from schools in the Archdiocese
- To support, develop and/or contribute to opportunities for the spiritual development of teachers
- Meet with and support Head Teachers and Religious Education coordinators of primary schools
- Meet with and liaise with school chaplains
- With Vicar Episcopal (VE) and Secondary Schools Advisor (SSA), liaise with Local Authorities and other partner agencies
- Contribute to national CLPL courses, events and working groups
- Work in collaboration with SCES on national priorities for education
- Work in partnership with NARCREA and other Diocesan R.E. advisers
- Develop curriculum resources for Catholic religious education
- Keep abreast of educational developments and national priorities in education
- Keep abreast of the ongoing development of the Church's mission
- Implement, monitor, and evaluate the development plan for Religious Education in the Archdiocese of St Andrews and Edinburgh work in conjunction with relevant Archdiocesan offices

- With VE and SSA, to represent the archbishop's interests at local and national level, including the writing and submission of responses to local authority consultation papers and responding to personal correspondence linked to education
- Ensure the Diocesan Education website is updated

## **Skills and Experience**

A committed Catholic of good standing within the Archdiocese.

Qualified and Knowledgeable in theology/Religious Education with teaching experience in primary school.

Experience of working in Catholic education, preferably in Scotland.

Be able to work with the Curia team, to work proactively and manage own time.

Be able to relate to, and work and be credible with, those engaged in or responsible for Religious Education in Catholic schools.

Know when to take advice and when to take initiative and responsibility.

Deal with personal and sensitive matters.

Able to work flexibly and travel within the Archdiocese as required.