



Diocese of Westminster

Job profile: Primary Religious Education Advisor – Primary Schools

Location: Vaughan House, SW1

Reporting to: Deputy Director

Job Purpose:

The job description is grouped under three subheadings:

- A. Strategic Delivery
- B. Religious Education & Catholic life of the School
- C. Supporting Provision

A. Strategic Delivery

- A1. Line Management accountability: responsible for no line management of an individual.
- A2. To represent diocesan policies to Schools and Colleges
- A3. To represent the Director at senior appointments at Schools in the Diocese if required

B. Religious Education & Catholic Life of the School

- B1. To monitor the implementation of diocesan policies relating to Religious Education and the Catholic life of the school;
- B2. To support best practice in Catholic Schools;
- B3. To ensure quality and high standards in the teaching of Religious Education, through support for good subject leadership and effective teaching;
- B4. Shared understanding of the role of the advisory service in supporting Schools
- B5. To identify current schemes of work in RE undertaken by Primary Schools and ensure that staff and governors are fully aware of their expectations and responsibilities to address the content of the Curriculum Directory and maintain high levels of assessment and challenge.
- B6. To use the framework for inspection as the key guidance for on-going support and developmental work in both Religious Education and the Catholic life of the school.
- B7. To develop a process for the support of Schools due an inspection – term by term - in the completion of their SEF and issues arising.
- B8. To work with schools in addressing any recommendations from previous inspections.
- B9. To provide – after analysis of inspection recommendations – a programme of support and in-service courses for Schools in relation to both classroom Religious Education and areas of the Catholic life of the school.

C. Supporting Provision

- C1. To assist in the provision of high quality in-service training and effective professional development for Schools and Colleges;
- C2. To assist, as directed, special support for schools causing concern or in particular need;
- C3. To provide, as directed, advice to Headteachers and governing bodies on issues relating to leadership and management of Catholic schools;
- C4. To share knowledge about Diocesan schools and inform policy and decisions across the Education Service;
- C5. To develop own knowledge and expertise by working within the wider Church context as appropriate;
- C6. To assist schools in a programme of self-evaluation, development and inspection processes, and assist with inspections when required;
- C7. To act as part of the support team.

Person specification: Primary Religious Education Advisor – Primary Schools

Contract type: Term Time Contract

Salary: £44-48k per annum (neg)

Hours of work: Monday to Friday and regular evening work required, with infrequent weekend commitment.

1. Christian commitment

- commitment to and practice in the Catholic faith

2. Qualifications and experience

- graduate with teaching or other relevant professional qualification
- experience of education in Catholic schools/colleges/administration
- working in partnership
- substantial experience of teaching Religious Education in Catholic schools
- [experience as either s.48 or Ofsted inspector]

3. Knowledge and understanding

- Current Church documents and recent developments relating to Religious Education, catechesis and evangelisation.
- Strategies for improving the quality of education, especially in the field of Religious Education.
- Current education legislation and canon law relating to education.
- Curriculum development and approaches to learning and teaching and the inspection of Catholic schools and colleges.
- An informed and articulate theological understanding.
- Knowledge of Catholic education, its purpose and processes.
- Knowledge and understanding of Catholic ethos and practice in schools.

4. Special aptitudes and skills

- Communicate well, both orally and in writing
- Listen, negotiate and act as a member of a team within the Service and the Diocese
- Deal sensitively with people, resolve conflict and build consensus
- Commitment to own continuing professional, spiritual and theological understanding – and a willingness to attend in-service training, inter-diocesan, local and other courses as appropriate
- Generosity of spirit in carrying out work on behalf of the service
- Commitment to collaborative and collegiate working
- Willingness to travel, mainly across the Diocese
- Competence in the use of information computer technology
- Ability to drive
- Ability to meet deadlines

5. Character and health

- Reliable and self-reliant
- Highly motivated and confident
- Sense of humour
- Integrity and commitment
- Good stamina and physical health