**JOB DESCRIPTION**

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| **Job title:** RELIGIOUS EDUCATION AND CATHOLIC LIFE ADVISER - for children and those who work with them (Fulltime, permanent role) |
| **Line Manager:**  Plymouth CAST Chief Executive Officer (CEO) |
| **Location:**  Based in the Diocesan Office, St. Boniface House, Ashburton, Devon.  There will be a requirement for frequent travel throughout the Diocese of Plymouth. |
| **Purpose of Role:**  As part of the Plymouth CAST team, the main focus of the role will be:   * To enhance the Catholic life of CAST schools, in particular by developing religious education, collective worship, chaplaincy and readiness for Section 48 inspection. * To support CAST schools in providing appropriate personal and professional development opportunities for all adults with faith formation responsibilities. * To accompany and support CAST schools in developing their understanding of Catholic ethos and their contribution to the mission and ministry of the Catholic Church. |
| **Main Objectives of the post:**  Reporting to the CEO, the RE Adviser will:   * Work with teachers and RE Co-ordinators on the development of curriculum schemes of work for RE, the wider connection to Gospel values in the curriculum, prayer, collective worship, and chaplaincy provision through whole-school and individual teacher INSET, lesson observations and conference provisions. * Work closely with the Education and Standards team on the quality of teaching and learning in RE, assessment for RE and supporting the CPDF programme for teachers * Work with local governing bodies, as appropriate, to support the development of schools in the context of their faith communities. * Contribute towards support for schools in the appointment of key staff: Heads, Deputies, RE Co-ordinators, Heads of RE. * Provide updates from the relevant national agencies, e.g. the Catholic Education Service (CES) and the National Board for Religious Inspectors and Advisers (NBRIA). * Lead the preparation for Section 48 RE and Catholic life inspections, leading training on new S48 framework * Prepare and lead liturgy and reflections at CAST events and conferences * Contribute to the induction programme for teachers new to Catholic schools and to any CPDF programmes for leaders or aspiring leaders |
| **Key Responsibilities:**  **Continuous Improvement:** Create a supportive and effective working environment by developing and maintaining good working relationships and a continuous improvement culture with colleagues throughout Plymouth CAST Multi Academy Trust. Participate in relevant professional development.  **Corporate Standards:** Demonstrate, and lead by example, a developed understanding of, and sympathy with the Catholic Church’s work and mission in schools. Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust’s Articles of Association, the Funding Agreement and CAST policies and procedures. Work within the requirements of the Diocese Health and Safety policy, performance standards, safe systems of work and procedures.  Undertake other responsibilities as appropriate to the role. |
| **Expected outcomes:**   * Providing evidence of excellent outcomes in curriculum RE and in RE and Catholic Life inspections * Providing opportunities to nurture the personal faith and vocation of adults working in our school communities. * Providing specific support for the personal, professional and spiritual needs of newly qualified teachers. * Developing a range of appropriate resources to support Plymouth CAST’s work and those it serves. * Supporting a team environment by working closely with the Chief Executive Officer and other members of Plymouth CAST, contributing to the wider range of initiatives of the Vicariate for Formation. |
| **Key Skills Requirements:**  Organisational Skills to plan, prioritise and manage time effectively;  Interpersonal Skills to build relationships, develop trust and establish credibility with Head teachers;  Communication confident communicator, ability to engage appropriately at all levels;  IT Skills to include effective presentation based on use of PowerPoint;  Team worker work as part of a team, but also work alone in setting and delivering priorities;  Integrity able to maintain a high level of confidentiality;  Knowledge commitment to self-development and best practice;  Flexibility willingness to work flexible hours - some evenings and weekends, and respond to ‘urgent’ needs when required;  Character/Motivation have a deep personal faith commitment and a rich experience of personal faith formation;  Commitment to support the wider work of the Trust and share its vision to provide support for those who work with children in schools and Parishes. |
| **Qualifications and Experience:**  To have the ability to assimilate quickly and accurately:   * the detail and philosophy of the key RE programmes that are followed in this Diocese and respond positively to any changes introduced by the Bishops’ Conference, the Diocese or the Plymouth CAST Board * relevant national initiatives in RE and adult formation. * an understanding of:  1. Diocesan and LEA structures and systems for support and administration of schools. 2. the range and nature of concerns facing RE teachers and other staff in Catholic schools. 3. the broad teaching of the Catholic Church in areas relevant to this work and of what can support or obstruct people’s growth in faith. 4. the structure and processes of children’s faith formation opportunities offered within parishes.  * Be a practising Catholic with a positive attitude towards ecumenism. * Hold a current driving licence and ability to provide own transport. |