**Job Description**

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

**Section A: Specific Role Profile**

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

**Role Details**

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| Role Title: | Religious Education (RE) Facilitator |
| Contract Type: | Fixed Term approximately 39 days per annum for two years on a secondment basis.  (One day per week, term time) |
| Working Pattern: | To be negotiated |
| Hours: | To be negotiated |
| Team: | WCC Education Services and CCC Education Entitlement |
| Responsible to: | Co-Chairs of Coventry and Warwickshire Standing Advisory Council for Religious Education (SACRE)  Education (SACRE) |
| Purpose of post: | Provide advisory and practical support to SACRE and schools in the provision of Religious Education and acts of worship. Actively engage new memberships and community partnership work. |

**Context:**

In 1988, all Local Authorities (LA) were required to set up a Standing Advisory Council for Religious Education (SACRE) to provide advice and guidance to the LA and schools on matters relating to Religious Education (RE) and collective worship. Warwickshire’s and Coventry’s SACRE is made up of representatives of local faith communities, teaching unions, members of the County Council and various co-opted members. The groups meet once a term either in a local school, place of worship or the County Council or City offices.

It is a statutory requirement for SACREs to ensure there is a locally agreed RE syllabus, which is reviewed on a five yearly basis by the Agreed Syllabus Conference, set up by SACRE.

The SACRE wishes to appoint a new RE Facilitator to provide support and guidance to its members and schools on general matters relating to RE and collective worship and to lead on the Agreed Syllabus. The RE Facilitator will report to the Co-Chairs of SACRE.

A new bespoke ‘World Views’ syllabus has been developed for implementation in schools from September 2024. A key part of the successful applicant’s duties will be to support schools in the implementation of the new syllabus.

**Role Responsibilities:**

* Facilitate the work of SACRE, attend all SACRE meetings, help the Clerk to prepare the agenda and papers.
* Advise and provide specialist advice and guidance to SACRE on issues relating to its work. Act as single point of reference for Coventry and Warwickshire schools.
* Liaise with the Clerk to SACRE to ensure SACRE members are kept informed of local and national initiatives related to RE, Collective Worship etc.
* Provide information and advice to other stakeholders such as schools and local faith communities, when requested.
* Respond to queries/complaints received by the Local Authority in relation to RE provision, Collective Worship, withdrawal etc, liaising with the Chair and Clerk to SACRE as appropriate.
* Lead and develop areas related to the Agreed Syllabus, RE and collective worship.
* Take the lead on monitoring RE across the county, including the delivery of the Agreed Syllabus, agreed school visits and analysis of Ofsted and SIAS reports.
* Produce the SACRE annual report in line with national guidelines and contribute to the production of SACRE materials and publications.
* Deliver a series of twilight meetings across the county to teachers of RE, providing updates on local and national developments and consult teachers to find out what support is required.
* Plan annual activities on behalf of both SACREs and assist in the delivery of these across the county and city e.g. Youth SACRE,
* Develop electronic materials and resources to support teachers in the delivery of RE.
* Where appropriate, lead working parties to look at specific areas for development.

**Section B: Person Specification**

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the role.

**Please make sure when completing your application form that you give clear examples of how you meet the essential and desirable criteria.**

**Essential Criteria**

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| **Experience** | Substantial experience of highly successful RE teaching in primary or secondary schools |
| In depth experience of promoting learning, together with an effective contribution to department or subject development. |
| **Skills/Abilities** | Ability to communicate effectively with a wide range of people. |
| Ability to plan, prioritise and allocate work to meet deadlines and targets. |
| Ability to build and sustain effective partnerships. |
| Ability to motivate others to learn. |
| **Equality**  **Issues** | Demonstrable commitment to equality principles and practices. |
| Ability to challenge appropriately where discrimination is identified. |
| **Specialist**  **Knowledge** | Substantial knowledge of the RE curriculum and assessment for all pupils. |
| Demonstrable knowledge of the strategies of effective teaching and learning. |
| **Education and**  **Training** | Qualified Teacher status. |
| **Other**  **Requirements** | The ability to work flexibly, inside and outside school hours to deliver professional development programmes. |
| Ability to travel throughout the county. |

**Desirable Criteria**

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| **Experience** | Experience in leading training. |
| Experience of working cross-phase. |
| **Skills/Abilities** | ICT skills |
| **Specialist Knowledge** | Understanding the role of SACRE and Agreed Syllabus revision. |
| Some understanding of Citizenship education and Community Cohesion. |
| **Education and Training** | Evidence of further study/relevant professional qualifications. |
| **Other** | Driving license: able to travel to meetings in schools across the city and county. |