*** Diocese of Kerry Pastoral Team***

Job Title: Diocesan Advisor for Primary Religious Education

Employer: Diocese of Kerry

**Job Description:** To support and resource religious education in the primary schools and to enable parishes’ support of parents of primary school children preparing for the sacraments.

**Job Location:** John Paul II Pastoral Centre,

Rock Road, Killarney, Co. Kerry

Reporting To: Co-ordinator of Pastoral Development

**Special Conditions:** Evening and weekend work

**Job Summary:** To work collaboratively with the teachers, school management, parish clergy, parents and guardians, Diocesan Pastoral Team to promote the parish, home and school as the religious formators of young children.

## **Principal Duties & Responsibilities**

Engage with the principal and teachers in their task of teaching and supporting the religious education and faith formation of the children in their care, especially through school visitation.

### Specific responsibilities

**Religious Education in the Primary Schools**

* Lead the team of Diocesan Advisors for Primary Religious Education in planning school visits;
* Engage with the principal and teachers in their task of teaching and supporting the religious education and faith formation of the children.
* Support and resource teachers in teaching the *Grow in Love* programme, providing in-service for teachers as needed.
* Support the school’s preparation and celebration of the sacraments.
* Engage with the class teacher and listen to any concerns, affirming their good work and exploring what might address the challenges.
* Connect with the priest after the school visit, if possible.
* Attend NAPDA meetings.
* Organise an Evening Meeting of Principals as required.

**Requirements of all Diocese of Kerry Staff:**

* Commitment to the Diocesan Vision and Ethos;
* To participate in regular supervision with your designated supervisor;
* To participate in team and staff meetings, and reviews and evaluations as requested;
* 37.5 hour week with some evening and weekend work involved;
* Have a flexible approach to the work in response to organisational change, development and review of best practice;
* To undertake other duties as may be requested by your supervisor from time to time;
* To participate in the development of organisational policy and plans for the Diocese of Kerry, if required, and to ensure they are implemented at local level;
* To be fully compliant with all the measures involved in Safeguarding Children and Vulnerable Adults;
* To carry out relevant administrative duties associated with this post and keep and maintain appropriate records that shall, occasionally, be available for review.