

SOUTHWARK

◆ CATHEDRAL ◆

Role Details

Job Title: Education Officer

Hours of Work: 4 days a week if term time only or 3 days a week over the course of the year (part-time)

Salary: £39,000 FTE

Employer: Southwark Cathedral Education Trust

Based: Southwark Cathedral, London Bridge, SE1 9DA

The Trustees of the Southwark Cathedral Learning Centre are seeking to appoint an enthusiastic, qualified teacher to lead their work with children and young people. The person appointed will have a working knowledge of the National Curriculum with particular reference to Religious Education; know the value of learning outside the classroom and be able to devise creative materials which will engage learners.

They will be in sympathy with the Christian Faith and be proactive and self motivated as well as being able to manage a team of volunteers who help to lead the educational visits to the Cathedral

Please send your completed application form to Bill Murphy, Executive Assistant to the Dean of Southwark Cathedral: bill.murphy@southwark.anglican.org

For an informal conversation please contact:
emily.dawson@southwark.anglican.org

The closing date for applications is: 1st November 2022

Job Description

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Role Purpose: To work with the Board of Trustees and the Dean on the strategic development of the Learning Centre and to set that future direction post-pandemic.

This includes work in four areas:

1. Schools

To develop curriculum work with schools, devising trails and workshops using the Cathedral as a resource to enrich Religious Education.

To provide tours and activities for schools in line with the Learning Centre Vision, namely:

- Greater knowledge and skills
- Deeper sympathy for the Christian faith
- An appreciation of the church's contribution to culture and community
- Engagement with the "big questions" of life, ethics and meaning
- Capacity to respond to the transcendent, for example in expressing praise, gratitude, or respect for Creation

To enable the Cathedral to be used as a resource to support the spiritual, moral, social and cultural development of pupils, particularly in providing high quality experience outside the classroom.

To maintain up to date knowledge of the National Curriculum and Locally Agreed and Diocesan syllabuses for RE including exam specifications for GCSE and A-Levels, and current educational research particularly concerned with pedagogy, and OFSTED and SIAMS criteria and frameworks.

To develop and maintain a good relationship with colleagues in the Diocesan Board of Education in the service of these tasks.

To support schools in planning visits and to follow the appropriate Cathedral policies with reference to safeguarding, risk assessment and lock down procedures. To give clear guidance about expectations.

To manage the booking and invoicing systems.

2. The Cathedral Community, including Children and Families

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To manage the recruitment, induction, training, and appraisal of Learning Centre volunteers in line with Cathedral and Learning Centre policies.

To work with the Sub Dean in supporting, resourcing and advising on ministry to families and young people in the Cathedral community.

To develop and maintain good relationships with Cathedral colleagues which will facilitate discussion around access to the building (recognising the challenges created by liturgical events and commercial drivers), management of volunteers and planning of events.

3. The Diocese

To develop and maintain relationships with Diocesan colleagues, particularly those with responsibility for youth and children's work.

4. Accountability

The Education Officer has a line manager who is a member of the Cathedral clergy team. The person appointed will be supported and employed by the Southwark Cathedral Education Trust, which was established to promote the use of the Cathedral as an educational resource. As a result the Learning Centre has a Management Committee and Board of Trustees and the Education Officer will:

- Prepare agendas and reports for the Management Committee and Board of Trustees and occasional reports for the Cathedral Chapter.
- Work in partnership with the Learning Centre Treasurer to manage the finances of the Learning Centre.
- Share in the fundraising process.

Revised October 2022

Person Specification:

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Experience and Skills

- A qualified teacher with successful experience of working to a high standard with children and young people;
- Good knowledge and understanding of Christianity;
- An understanding and awareness of places of worship;
- Demonstrable ability for collaborative and independent working;
- Ability to devise an imaginative and creative approach to engage learners;
- Experience of managing a team or to be able to demonstrate the potential for leading and enthusing a diverse group of people;
- An understanding of the value of learning outside of the classroom;
- A working knowledge of the National Curriculum and with particular reference to Religious Education.

Personal Attributes

- Proactive, self-motivated, enthusiastic and able to show initiative;
- Honest and with integrity;
- Excellent interpersonal skills, including tact and diplomacy;
- Sympathy with the Christian faith and a willingness to develop an understanding of the role of the Church in education;
- Resilience and a sense of humour;
- Ability to take initiative and embrace new opportunities.

Outline Terms and Conditions:

**Job Title**

Southwark Cathedral Education Officer

Employer

You will be employed by the Southwark Cathedral Education Trust.

Normal Place of Work

Your normal place of work will be Southwark Cathedral.

Salary

The post has a salary of £39,000 per annum FTE, inclusive of London Weighting.

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Hours of work

4 days (28 hours) per week if term time only, or 3 days (21 hours) per week over the course of the year, with flexibility as to the specific days.

Normally 09:00 – 17:00, but some flexibility required for occasional evening or out of hours meetings.

Holiday Entitlement

You will receive 34 days annual leave per annum (pro-rata), increasing to 39 days (pro-rata) after 10 years' service, including national and local bank holidays. The leave year runs from 1st January to 31st December.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

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An interest free season ticket loan is available upon satisfactory completion of the probation period.

Pension

The Trust operates a defined contributions pension scheme managed by the Church Workers Pension Fund and into which you will be automatically enrolled unless you wish to opt out. The contribution rate for employees is 5% of salary. More details of the scheme are available from the Cathedral Accountant. The Trust reserves the right to change the details of the scheme, giving reasonable notice.

Termination of Employment

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give one term's notice should you wish to resign and will receive a minimum of one months' notice.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.

The policies and procedures of Southwark Cathedral will apply to this role in the absence of any specific policies of Southwark Cathedral Education Trust.

The closing date for applications is: 1st November 2022