



## Job Description

**Job title:** Educational Materials Developer (Mission Together)

**Line Manager:** Red Box Director

**Purpose:**

To design, develop and produce effective lesson ready primary education materials to communicate an age-appropriate understanding of the theology and impact of mission. The role is responsible for developing and nourishing prayerful support for overseas mission to learn the effect of life-giving faith on communities.

**Responsibilities:**

- To prepare mission focused educational materials, which reflect Catholic teaching and support Catholic school curricula.
- To provide lesson delivery ready materials to support national curriculum and RE programs used in England and Wales.
- To ensure that materials deliver sound catechesis and are compelling to children and young people.
- To develop delivery ready materials in support of class and whole school assemblies and prayer services.
- To agree and deliver to a planned resource development program with Missio's Education Team.
- To develop formation focused teacher notes to accompany educational and worship materials.
- To develop use of digital and traditional materials in response to school needs.
- To ensure that educational materials are adaptable to either be student led, teacher led and on-line delivery.
- To develop educational and worship materials aligned to the liturgical calendar.
- Work in partnership with colleagues to develop innovative fundraising projects suitable for primary age groups.

**Any other related activities that may be required by Line Manager**



## Person Specification

### Essential:

Competency	Criteria	Assessment
Knowledge of the Catholic Church and Catholic education in England and Wales	<ul style="list-style-type: none"> <li>Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Understanding and commitment to developing awareness of mission in Catholic schools	<ul style="list-style-type: none"> <li>Demonstrates passion for supporting children and young people respond to their call to faith.</li> <li>Articulates and demonstrates a clear understanding of mission</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Demonstrates up to date understanding of RE curricula across school age groups.	<ul style="list-style-type: none"> <li>Provides examples of lesson plans, collective worship, assemblies created by the candidate</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Demonstrates creative thinking combined with outcome driven planning and organisation skills	<ul style="list-style-type: none"> <li>Provides examples of positive outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Ability to use Microsoft Office and digital communications, including social media.	<ul style="list-style-type: none"> <li>Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> </ul>
Ability to work calmly and competently under pressure and achieve deadlines	<ul style="list-style-type: none"> <li>Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> </ul>
Self-motivated and able to prioritise work to achieve deadlines without compromising quality	<ul style="list-style-type: none"> <li>Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Commitment to working flexibly and collaboratively with colleagues	<ul style="list-style-type: none"> <li>Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> </ul>

### Desirable:

- Theology degree or significant RE experience in educational settings.