POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.



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| Mission and Ministry Coordinator |
| Position Number | {Insert position number} |
| Classification | Coordinator 2 (NSW) or Coordinator 1 (ACT) under the NSW and ACTCatholic Systemic Schools Enterprise Agreement 2023. |
| Reports To | Principal  |
| Location | St John Paul II College |

Organisation Overview

The Catholic Education, Archdiocese of Canberra and Goulburn (CECG) plays a crucial role in education in both the Australian Capital Territory (ACT) and New South Wales (NSW). It covers 88,000 square kilometres, encompassing the entire ACT and extending from Pambula on the south coast to Crookwell in the north and to the western point of Lake Cargelligo. CECG operates 56 schools and nine early learning centres and is responsible for educating over 22,000 students. It also employs over 4,000 professionals who are the driving force behind our education system.

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| Position Overview | This role shares with the Principal and the Executive Team the responsibility of:* educational and spiritual leadership.
* the development of a Christ-centered faith community.
* ensuring Catholic perspectives are embedded across all subject areas.

The role of Mission and Ministry Coordinator is a Senior Leadership position and is on the School’s Leadership Team. The School’s Mission and Ministry Coordinator works in close partnership with the Religious Education Coordinator. This position is to be held by a practicing Catholic who is committed to the Catholic faith and the spiritual wellbeing and growth of all.  |
| Position Duties | * Lead the spiritual life and spiritual development of the school community.
* Collaboratively develop, facilitate and promote Christ-centered faith formation, prayer and liturgical experiences and opportunities for staff, students, and parents.
* Build the capacity of staff to animate the Religious Life of the School.
* Develop, facilitate and promote Religious Education Professional Learning opportunities to enhance the quality of the Religious Life of the School.
* Encourage the continuing personal, spiritual, and professional development of staff.
* Build the capacity of teachers and support colleagues to embed Catholic perspectives across all subject areas.
* Exhibit exemplary practice and lead colleagues to implement contemporary pedagogy that focuses on improving student learning through embedding High Impact Teaching Practices in Religion.
* Build capacity and support colleagues to know and understand the approved Religious Education Curricula and Moran’s Model of Religious Education: Teaching people about religion and teaching people to be religious in a particular way.
* Provide pedagogical leadership, supporting teachers to develop, implement and evaluate classroom practices in the Religious Life of the School.
* Create a culture of ongoing improvement, formation and professional learning.
* Embed collaborative practices in the school, implementing professional dialogue within the school that is informed by feedback, analysis of current research and practice to improve the Religious Life of the School.
* Be an effective member of the School Leadership Team working collaboratively to support the spiritual wellbeing and growth of all staff and students.
* Lead the school community in faith and build a culture of faith and learning that is Christ centered.
* Manage budget and resources allocated to Mission and Ministry.
* Ensure the integration of the spiritual development of students in pastoral care policies.
* Monitor and evaluate the effectiveness of pastoral care policies.
* Collaboratively develop, facilitate and promote the school’s Catholic social justice and Catholic charitable works initiatives.
* Work closely with priests and the parish community to foster strong relationships with all parish agencies.
* Effectively communicate with a variety of stakeholders to build relationships.
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| Selection Criteria | 1. Clearly articulate the aims of Catholic education and the evangelising mission of Catholic schools.
2. Lead and build capacity of staff to animate the Religious Life of the School.
3. Lead and build capacity of staff to provide Christ-centered faith formation, prayer, and liturgical experiences.
4. Collaboratively develop, facilitate and promote student and staff retreat programs.
5. Evaluate, analyse, and use data to inform future strategic planning in the Religious Life of the School.
6. Demonstrate contemporary pedagogy that focuses on improving student outcomes in Religious Education, including implementing High Impact Teaching Practices.
7. Effectively communicate with a variety of stakeholders to build strong relationships
8. Collaboratively develop, facilitate and promote the school’s Catholic social justice, charitable works, and outreach initiatives.
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| Essential Criteria | * Be a practising Catholic
* Provide a reference from a current Parish Priest
* For position in the ACT - TQI registration & Working with Vulnerable People Card
* For position in NSW - NESA registration & NSW Working with Children Check.
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| Qualifications | * Must be a qualified Teacher with a minimum of five years’ experience.
* Must have completed, be due to complete or a willingness to complete Accreditation D and E, according to the Accreditation to work, teach and lead in a Catholic School Policy.
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Registration and Accreditation
Employment with CECG is conditional upon employees having or obtaining a valid and current working with children registration and accreditation for teaching.

Registrations and accreditations for teaching and working with children are administered under state and territory law. Employees required to perform work or access information in both the ACT and NSW are required to have valid registrations for both regions. The registrations are as follows:

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| ACT | NSW |
| * Working with Vulnerable People Check (WwVP)
* Teaching Quality Institute (TQI)
 | * Working with Children Check (WwCC)
* NSW Education Standards Authority (NESA)
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CECG employees are required to meet the expectations for accreditation in accordance with the Accreditation to Work Teach and Lead Policy in Catholic Education Policy.

Personal information collected in the course of employment will only be used for the purpose it is given in accordance with privacy law and the CECG Privacy Policy – [Click here](https://cg.catholic.edu.au/privacy-statement/).