

# POSITION DESCRIPTION

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

## Religious Education Coordinator

Position Number	001693
Classification	Coordinator 2 (NSW) under the NSW and ACT Catholic Systemic Schools Enterprise Agreement 2023.
Reports To	Principal
Location	Trinity Catholic School, Murrumburrah NSW

### 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.

Position Overview	The role of the Religious Education Coordinator is a Senior Leadership position and is on the School's Leadership Team. This position is to be held by a practising Catholic committed to the Catholic faith and the spiritual well-being and growth of all.
Position Duties	<ul style="list-style-type: none"> <li>• Build capacity and support colleagues to know and understand the approved Religious Education Curriculum and Moran's Model of Religious Education: Teaching people about religion and teaching people to be religious in a particular way.</li> <li>• Exhibit exemplary practice and lead colleagues to implement contemporary pedagogy that improves student learning by embedding High Impact Teaching Practices in Religion.</li> <li>• Provide pedagogical leadership, supporting teachers in developing, implementing, and evaluating classroom religion teaching and learning programs.</li> <li>• Build capacity and support colleagues to embed Catholic perspectives across all subject areas.</li> <li>• Create a culture of ongoing improvement, formation, and professional learning.</li> <li>• Embed collaborative practices in the school, implementing professional dialogue that is informed by feedback and analysis of current research and practice to improve the educational outcomes of students.</li> <li>• Develop, facilitate, and promote Religious Education Professional Learning opportunities to enhance the quality of teaching and learning,</li> </ul>

	<p>improve student outcomes in Religion, and build the capacity of teachers.</p> <ul style="list-style-type: none"> <li>● Collaboratively develop, facilitate, and promote Christ-centred faith formation, prayer, and liturgical experiences and opportunities for staff, students, and parents.</li> <li>● Be an effective member of the School Leadership Team working collaboratively to support the wellbeing and growth of all staff and students.</li> <li>● Lead the school community in faith and build a culture of faith and learning that is Christ-centred.</li> <li>● Manage the Religious Education budget and resources.</li> <li>● Collaboratively develop, facilitate, and promote the school’s Catholic social justice and Catholic charitable works initiatives.</li> <li>● Liaise with the Parish to promote strong connections with the Parish community.</li> </ul>
<p>Essential Criteria</p>	<ol style="list-style-type: none"> <li>1. Clearly articulate the aims of Catholic education and the evangelising mission of Catholic schools.</li> <li>2. Lead and build the capacity of staff in Religious Education curricula.</li> <li>3. Lead change and demonstrate contemporary pedagogy that focuses on improving student outcomes in Religious Education, including implementing High Impact Teaching Practices.</li> <li>4. Evaluate, analyse, and use data to inform learning and engage in future strategic planning in Religious Education.</li> <li>5. Lead and build staff capacity to provide opportunities for encounter through faith formation, prayer, and liturgical experiences.</li> <li>6. Collaboratively develop, facilitate, and promote the school’s Catholic social justice, charitable works, and outreach initiatives.</li> <li>7. Effectively communicate with a variety of stakeholders to build relationships.</li> <li>8. Communicate and promote the engagement of parents and carers in the religious curriculum and Religious Life of the school.</li> <li>9. Work closely with the priests and the parish community to foster strong relationships with all parish agencies.</li> </ol>
<p>Qualifications</p>	<ul style="list-style-type: none"> <li>● Bachelor of Teaching or Master of Teaching.</li> <li>● Working with Children’s Check (WWCC) registrations.</li> <li>● NSW Education Standards Authority (NESA) accreditation.</li> </ul> <p><u>To teach Religious Education in a Catholic school (to be a Religious Education Teacher), a teacher must:</u></p> <ul style="list-style-type: none"> <li>● Be a practicing Catholic;</li> <li>● Provide a reference from a current Parish Priest; and</li> <li>● Have completed or be due to complete Accreditation D and E – Teach Religious Education in a Catholic school in accordance with the</li> </ul>

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Accreditation to Work, Teach and Lead in Catholic Education, Canberra and Goulburn 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:

ACT	NSW
<ul style="list-style-type: none"><li>• Working with Vulnerable People Check (WwVP)</li><li>• Teaching Quality Institute (TQI)</li></ul>	<ul style="list-style-type: none"><li>• Working with Children Check (WwCC)</li><li>• NSW Education Standards Authority (NESA)</li></ul>

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.](#)