

INSTRUCTIONAL LEADER RELIGIOUS EDUCATION (ILRE)

ST BRIGID'S CATHOLIC SCHOOL
NEW NORFOLK



[HTTPS://WWW.STBRIGIDSNN.TAS.EDU.AU/](https://www.stbrigidsnn.tas.edu.au/)

APPLICATION PACKAGE

CLOSING DATE: FRIDAY 20TH SEPTEMBER 2024 3PM

General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving around 17,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Under the governance of the Catholic Education Commission of Tasmania (CECT), Tasmanian Catholic Education Office (TCEO) is responsible for the oversight, funding and coordination of 38 Archdiocesan schools and three TCEO offices.

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and co-ordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2018
- CECT Constitution
- CECT Policies
- School Policies

For further information click the following links to access the CET and school website:

catholic.tas.edu.au

POSITION DESCRIPTION



INSTRUCTIONAL LEADER - RELIGIOUS EDUCATION (school-based)

ORGANISATIONAL ENVIRONMENT:

Catholic Education Tasmania (CET) serves 38 schools and colleges, over 16,500 students, their families and over 2,200 staff across Tasmania. We offer a quality education in early learning, kindergarten, primary school, high school and senior secondary education, for students of all backgrounds and abilities.

Faithful to our role in spreading the Gospel, we remain dedicated to the evangelising mission of Christ and the Church, as we work under the guidance of Archbishop Julian Porteous, for the growth of our students in wisdom, knowledge, understanding, prayer, and holiness.

The CET educational community is committed to providing high-quality, planned instruction for learning that gives every student the very best opportunities to learn and grow in every lesson of every day.

ORGANISATIONAL REQUIREMENTS

All employees of Catholic Education Tasmania are required to:

- Uphold Catholic belief and practice in all the Employee's professional activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute.
- Be familiar with, have an understanding of, uphold and support the implementation of the Archbishop's Charter for Catholic Schools, the Archdiocesan Mission and priorities.
- Take reasonable care of their own health and safety and that of other people, including people working under their supervision or direction who may be affected by their acts or omissions at the workplace – in accordance with the current Tasmanian Work Health and Safety Act.

Position Description

Position Title	Instruction Leader - Religious Education (ILRE)
Classification	Teacher + 2 Leadership Points
Main Purpose of Role	<p>The Instructional Leader - Religious Education (ILRE) is a CET designated, school-based position, for the leadership and explicit teaching of Religious Education in Catholic Schools in the Archdiocese of Hobart.</p> <p>The ILRE reports to the Principal for the strategic and operational leadership of the Religious Education learning area, in alignment with school and system priorities. In doing so, the ILRE supports the ongoing formation, and professional learning and mentoring of teachers to develop highly accomplished teachers of Religious Education in each school.</p>
Specific Functions and Duties	<p>The ILRE is accountable for:</p> <ul style="list-style-type: none"> ● The leadership of the planning, delivery, assessment, reporting, and moderation of the Religious Education curriculum of the Catholic school. ● Leading the school-based professional learning of teachers of Religious Education in their completion of the requirements for maintenance of Accreditation C. ● The provision of expertise in teaching of the Catholic religion. <p>The ILRE is required to:</p> <ul style="list-style-type: none"> ● Provide in-school formation support for all staff in Catholic belief and practice. ● Provide expert teaching of religion in each classroom. ● Demonstrate highly effective religion teaching practice (HITP) in the presence of the class teacher. ● Collaborate with fellow teachers to curate a system data bank of quality Religious Education lesson resources.
Location	School-based, located in a maximum of two (2) schools / campuses

<p>Required Skills, Experience and Attributes</p>	<p>The ILRE</p> <ul style="list-style-type: none"> ● Is an active Catholic who can demonstrate regular involvement in Sunday worship and sacramental practice. ● Demonstrates a systematic and comprehensive understanding of Catholic belief and practice. ● Is accredited to teach Religious Education and appropriately formed to be a witness to the Gospel. ● Demonstrates highly effective religion teaching practice. ● Demonstrates a deep commitment to the ongoing professional learning and formation of self and others to work and teach in a Catholic school. ● Is committed to ongoing professional learning and development in line with the Science of Learning and Science of Reading. ● In alignment with school and system priorities, including the Insight Into Learning Project, works in a focused intensive and collaborative manner to support the development and improvement of curriculum, pedagogy, resources and assessment. ● Demonstrates competence in facilitating adult learning and professional development, demonstrating high level interpersonal and communication skills. ● Supports the Principal and Deputy Principal in the planning and implementation of the key elements of the religious life and faith formation activities of the Catholic school in alignment with the Archbishop’s Charter for Catholic Schools of the Archdiocese of Hobart (Archdiocese of Hobart & Tasmanian Catholic Education Office, 2016).
<p>Qualifications</p>	<p>Required:</p> <ul style="list-style-type: none"> ● Education degree with teaching experience. ● Accreditation C: To teach RE in a Catholic school or willingness to obtain. ● Registered to teach in Tasmanian Schools or able to gain registration. ● Registration to work with Vulnerable People (RwVP). <p>Desirable:</p> <ul style="list-style-type: none"> ● Post graduate study in area of Religious Education. ● Current Motor Vehicle Licence ● Current First Aid Certificate
<p>Key Relationships</p>	<ul style="list-style-type: none"> ● CET Executive Director and CET Directors ● System Leaders, Regional Principal Leaders North and South. ● Principals, Leadership teams and Teachers. ● External consultants and agencies.

Role Description

Role title/Position: Teacher

Position reports to: Principal

Role purpose

The primary role of the class teacher is to provide for the spiritual, academic and wellbeing needs of all students and to adhere to Catholic principles, by personal example, integrity and behaviour.

Personal accountabilities

- To honour, respect and model the Gospel values in all interactions with people in day to day life
- To continually develop positive relationships with all members of the community
- To genuinely support each student within your care wherever possible, celebrating their diversity and catering for individual differences as required
- To be active, collaborative, authentic, professional and relational members of a Catholic School Community
- To develop and support a school culture that empowers students to think critically, discern wisely and value the search for truth
- To openly and honestly provide professional feedback and support to colleagues through the sharing of teaching, public support of other colleagues, and maintaining the dignity of all people within our school community
- To openly and honestly enter into dialogue with the Principal and Leadership team with relevant issues where necessary and appropriate
- To recognise and support parents as the first and foremost educators of their children
- To actively engage and encourage parents to be involved in their child's education through a variety of opportunities
- To create an atmosphere in which parents feel comfortable to approach the teacher on matters relating to their child
- To maintain positive, open and proactive communication with parents, students, staff and wider community

Technical accountabilities

- To promote and develop growth in faith and Catholic ideals through example and instruction
- To create and maintain an attractive, safe and engaging environment to enable positive learning to take place
- To be involved in ongoing personal and professional learning
- To present professionalism that demonstrates clear programs and organisation
- To be flexible in planning and classroom management
- To support extra-curricular activities of the school; parish and community
- To actively engage in collaboration

Scheduling accountabilities

- Report to the Principal and/or other senior staff regularly
- Attend staff meetings and professional learning sessions
- Meet with colleagues and senior staff to plan, moderate and discuss teaching and learning of students
- Conduct Parent / Teacher Interviews
- Prepare Learning Plans
- Prepare written student reports at various intervals each year
- To meet with parents as requested

Role relationships

Internal

- Principal
- School staff
- Students
- Parish Priests

External

- Tasmanian Catholic Education Office
- Parents
- Visitors/members of the public
- Archdiocesan staff

Selection Criteria

Knowledge, skills and abilities

- Ability to teach Religious Education within the School (Accreditation C requirement)
- Demonstrated knowledge of how students learn
- Understanding of Australian curriculum relevant to Tasmanian Catholic education
- Understanding of current teaching pedagogy and best practice
- Ability to create and maintain a supportive and safe learning environment
- Ability to assess, provide feedback and report on student learning
- Demonstrated ability to engage professionally with colleagues, parents/carers and the community
- Ability to engage with the School community
- Demonstrated commitment to ongoing professional learning

Additional Position Information

Start Date:	3 February 2025
Tenure:	0.4 FTE Instructional Leader – Religious Education (ILRE) (2 PoL Points) – 3 Year Contract (3 Feb 2025 – 17 December 2027) Teacher Part-Time, Ongoing 6-Month Probation Period
Location:	St Brigid’s Catholic School, 89 Montagu Street New Norfolk
Hours of Work:	Monday-Friday (Days TBC)

As per the Tasmanian Catholic Education Single Enterprise Agreement 2018

Final Check List for Applications

Before sending in your application, use this checklist to ensure you have completed all important details. In particular, check that you have:

- Read the Role Description, which contains the required skills experience and attributes
- Fully completed, signed and dated your Application for Employment form
- Included a brief letter of introduction stating the reasons why you are seeking a position within Catholic Education in Tasmania
- Included a current Resume, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken.

(Additional information, i.e. transcripts, certificates etc. may be required by the selection panel if called to interview)

Applications are to be address to Dianne O’Rourke, Principal and forwarded electronically before the closing date:

Friday 20 September 2024 at 3.00 p.m. to dianne.orourke@catholic.tas.edu.au

Upon receipt of an application, confirmation will be emailed back to you within 2 working days

If you have any further queries regarding your application, please do not hesitate to contact Dianne O’Rourke on email dianne.orourke@catholic.tas.edu.au

APPLICATION FOR EMPLOYMENT FORM - ST BRIGID'S CATHOLIC SCHOOL



TO BE CONSIDERED FOR A POSITION YOU MUST INCLUDE THIS FORM, A STATEMENT ADDRESSING THE PERSONAL REQUIREMENTS AND YOUR RESUME. YOU MAY SUBMIT OTHER INFORMATION YOU DEEM RELEVANT.

PERSONAL DETAILS

Surname			
Given Name/s			
Postal Address			
Telephone number/s: (preferred contact)			
Email Address:			Catholic

WORKING WITH VULNERABLE PEOPLE REGISTRATION

REGISTRATION NUMBER: _____ EXPIRY: _____

Educational Qualifications (highest attained)

Qualification			
Institution		YEAR	

REFEREES

PLEASE PROVIDE NAMES OF 3 REFEREES WHO ARE WILLING TO COMMENT ON YOUR RECENT WORK EXPERIENCE/SKILLS RELATIVE TO PERSONAL REQUIREMENTS AND SUPPORT YOUR ALIGNMENT WITH CATHOLIC MISSION AND IDENTITY.

REFEREES SHOULD INCLUDE:

1. PRESENT EMPLOYER (IF APPLICABLE)
2. PROFESSIONAL REFEREE
3. PERSONAL REFEREE (EG PARISH PRIEST, CLERGY OR OTHER)

Name & Position			
Phone Number		email	

Name & Position			
Phone Number		email	

Name & Position			
Phone Number		email	

Signature		Date	
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