

# Religious Education Coordinator Applicant Information Pack

## CATHOLIC EDUCATION CANBERRA AND GOULBURN

Catholic Education, Canberra and Goulburn plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres Catholic Education Canberra & Goulburn is key to education of over 21,000 students within the Diocese and employing over 2100 professionals.

Our strategic vision is to deliver learning experiences in Catholic Education that will shape a strong sense of spiritual self and wellbeing and equip students to be ethical, agile thinkers who strive to make a positive contribution in the world around them. To deliver on this vision we are actively working to build strong partnerships between the Catholic Education Office, Schools, Students, Parents & Families and Parishes. We invite you to walk with us, to share this journey that paves the way for our children now, and in years to come, to flourish.

As a diverse and inclusive workforce Catholic Education offers ongoing career opportunities across the ACT and NSW regions including providing support and mentoring for graduate teachers as well as professional learning and career development programs tailored to individual needs.

For more information visit:

<https://cg.catholic.edu.au/>

<https://cg.catholic.edu.au/lat-news/catholic-education-office-strategic-plan-2018-2020/>

## ABOUT OUR SCHOOL

St Bede's Primary School is a welcoming community where we live our vision to be *A School with Heart, where we inspire, challenge and nurture one another to live, love and learn from the heart of Jesus*. Our vision guides us on a path to grow into the best version of ourselves: generous in spirit, courageous in personal beliefs, and awake to the presence of our loving God. Teaching and learning is framed within our Vision for Learning, designed to develop the character, talents and potential of each young person to:

- seek challenges
- be inspired
- welcome feedback, and
- think creatively

Our staff strive to build ongoing systemic improvement within a culture of trust, respect and integrity. Students are encouraged to develop a love of learning that will stay with them for life, to be able to persevere through difficulties and to recognise success as they overcome personal and learning challenges.

We are a small school of seven single classes from Kindergarten to Year 6. Families reside in the town of Braidwood as well as in a variety of surrounding rural locations. On occasions, students participate in across-class groupings, including sports activities, creative arts rotations, interest groups and school performances.

Kindergarten, Year 1 and Year 2 classes have a particular focus on developing students' literacy and numeracy skills, and there is an effective 'Buddy' system working between Kindergarten and Year 6.

There are regular opportunities throughout the year for parents and extended family and friends to meet and enjoy barbecues, whole school masses and prayer celebrations, performances, sporting carnivals and working bees. St Bede's is a place where students, families and staff work together to ensure our community is a place of wonder, learning and peace where the lessons of today prepare all for the challenges of the future.

The school's website can be found at:

<https://stbedesb.nsw.edu.au/>

## ABOUT OUR COMMUNITY

Braidwood is a town in the Southern Tablelands of New South Wales, Australia, in Queanbeyan–Palerang Regional Council. It is located on the Kings Highway linking Canberra with Batemans Bay. It is approximately 200 kilometres south-west of Sydney, 60 kilometres inland from the coast, and 85 kilometres from Canberra.

Heritage listed Braidwood and its surrounding villages and countryside has everything you need: breathtaking nature, romantic accommodation, fine restaurants and indulgent shopping. You can still find old fashioned service and those things you used to love – homemade burgers, boiled lollies, models and works by renowned artists and craftsmen. Braidwood offers historic Georgian buildings, beautiful old stone churches, 100-year-old oak trees and craft and antique shops. The town is an artistic hub, with the studios of artists, potters, ironworkers, craftspeople and fashion designers all based in the town's historic buildings.

<https://www.visitnsw.com/destinations/country-nsw/queanbeyan-area/braidwood/activities>

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Religious Education Coordinator</b> <b>Ongoing, commencing 27 January 2021</b>
<b>Direct Manager</b>	Co-Principals, St Bede's Primary School, Braidwood
<b>Direct Reports</b>	N/A
<b>Location</b>	Braidwood, NSW
	<p>The Religious Education Coordinator, being an essential faith and curriculum leadership position in the School, is an exemplary teacher who provides a role model for staff and students within the following domains:</p> <p><b>Personal</b></p> <ul style="list-style-type: none"><li>• Is committed to personal and spiritual growth</li><li>• Demonstrates ethically responsible behaviour</li><li>• Actively promotes harmonious and cooperative staff relationships</li><li>• Displays a genuine integration of faith and life</li><li>• Participates in the prayer life of the school</li><li>• Shows personal courage and resilience</li><li>• Articulates and models Catholic beliefs and practices</li><li>• Actively contributes to the spiritual development of staff</li><li>• Effectively balances work and personal life</li><li>• Demonstrates the highest of standards of professional behaviour</li><li>• Exercises professional judgment and acts in a sensitive manner when interacting with students, parents or caregivers, staff and community members</li><li>• Provides an excellent role model for students in standards of courtesy, language, behaviour and dress</li></ul>

**Relational**

- Facilitates positive and collaborative relationships with a focus on school and parish
- Maintains fair and open treatment of students and staff that reflects Catholic values
- Models exemplary ethical behaviour and exercises informed judgements in all professional dealings with students, colleagues and the community
- Prepares communications for staff information in a timely manner
- Supports the staff in individual goal setting, reflective practices and professional development
- Works to motivate others
- Attends parish liturgies, staff functions and community events
- Maintains an effective leadership profile and constructive relationships within the community
- Identifies, initiates and builds on opportunities that engage parents/carers in both the progress of their children's faith formation and religious education
- Promotes and demonstrates effective negotiation and conflict resolution skills with staff and students

**Professional**

- Promotes and attends school and parish religious celebrations
- Models and supports current and leading religious education curriculum theories and practices
- Implements effective procedures for mentoring programs for new staff
- Coaches, mentors and supervises teachers in best practices for the teaching of religion
- Demonstrates quality pastoral care and understands the importance of positive relational practices
- Demonstrates the effective utilisation of restorative practices
- Models and implements behaviour management initiatives with respect for the dignity of all

**Organisational**

- Shapes and implements change processes in the teaching and learning of religion
- Models and encourages a strong achievement orientation in others
- Builds a sharing organisational culture that harnesses energies and talents
- Coordinates school/parish liturgies and celebrations of the sacraments
- Manages the Employee Self Service for sick leave and short term leave approvals
- Organises casual relief and keeps accurate accounting records when required
- Prepares timetables and the duty roster and assists in staffing allocations
- Assists in collating and disseminating daily messages
- Enacts pastoral and wellbeing policies to support staff and students
- Assists in the management of the school calendar

**Strategic**

- Helps build and model a collegial purpose and vision for the school with a focus on positive relationships between home, school and parish
- Applies logic and a common-sense approach to problem solving
- Implements the principles of Catholic social teaching in all aspects of leadership
- Builds community through prioritising involvement of parents, carers and parishioners of the wider local area
- Identifies and implements initiatives to improve aspects of the faith life for staff and students

<b>Selection Criteria</b>	<p>The selection criteria is based on the Leadership Requirements and Practices described in the Catholic Education Leadership Framework</p> <p><b>Vision and Values</b></p> <ul style="list-style-type: none"> <li>• Articulates visionary leadership</li> <li>• Exhibits a strong commitment to the Catholic Ethos of the school and a demonstrated ability to foster this in the community</li> </ul> <p><b>Knowledge and Understanding</b></p> <ul style="list-style-type: none"> <li>• Is committed to continual improvement</li> <li>• Undertakes the highest levels of professional judgement including the maintenance of absolute confidentiality and fulfilment of legal and policy requirements</li> <li>• Deals effectively with change</li> <li>• Demonstrates sound analysis and the ability to communicate understandings with staff and students</li> <li>• Delivers quality outcomes</li> </ul> <p><b>Personal Qualities, Social and Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>• Models and leads personal observance of Catholic faith</li> <li>• Displays emotional awareness</li> <li>• Demonstrates personal wellbeing and resilience</li> <li>• Self-reviews and adapts</li> <li>• Facilitates positive relationships</li> <li>• Creates a positive learning culture</li> <li>• Resolves conflict effectively</li> <li>• Guides, coaches and mentors others</li> <li>• Communicates with influence</li> <li>• Takes responsibility for personal and professional accountability</li> </ul> <p><b>Leading Improvement, Innovation and Change</b></p> <ul style="list-style-type: none"> <li>• Leads the development of a positive school culture that is faith filled, inclusive, student centred and transformative, including, strong professional experience in teaching religious education and</li> <li>• Has, or is willing to undertake, appropriate professional qualifications in theology or religious education</li> </ul> <p><b>Leading the Management of the School</b></p> <ul style="list-style-type: none"> <li>• Ensures the school staff are supported to achieve quality outcomes in religious education</li> <li>• Liaises with parish personnel including with parish priest and parish coordinator</li> <li>• Leads the school in preparations for parish events</li> <li>• Assists the Leadership Team in the delegation of other tasks and accountabilities</li> </ul> <p><b>Engaging and Working with the Community</b></p> <ul style="list-style-type: none"> <li>• Builds, maintains and restores positive relationships with all school stakeholders</li> <li>• Ensures high expectations are in place for all</li> </ul>
<b>Key Performance Indicators</b>	<p>As per the Australian Professional Standards for Teachers and the Catholic Education Leadership Framework</p>

## **GUIDELINES FOR PREPARING YOUR APPLICATION**

Applications must include:

- Covering letter
- Statement of suitability addressing the selection criteria
- Current resume

Your statement of suitability must relate to the selection criteria for the position and include examples that show the selection panel how you meet the criteria. **(Maximum of 3 pages)**.

Please do not send originals of documents such as qualifications, certificates, references etc. If originals need to be sighted, they will be requested to be provided at interview.

All positions within our system involve working with children, and your potential appointment will be subject to satisfactory employment screening for child related employment in accordance with CE policy.

If you require further information, please contact Trish Ferlitsch or Julian Laffan, on 02 4842 2413 or via email [trish.ferlitsch@cg.catholic.edu.au](mailto:trish.ferlitsch@cg.catholic.edu.au) or [julian.laffan@cg.catholic.edu.au](mailto:julian.laffan@cg.catholic.edu.au)

**To apply:** All applicants will be required to go through the e-recruitment system by clicking the 'apply now' button. This will take you through the application process.

**Closing Date: 11.55pm, Wednesday 28 October 2020**

## **HOW WILL YOU BE CLASSIFIED?**

New teachers and teachers transferring from another state or school system will be classified in accordance with the NSW and ACT Catholic Systemic Schools Enterprise Agreement 2017.

To accurately classify a teacher, applicants will need to provide:

- A copy of their academic qualifications
- Statements of service from previous employers and
- Documentation advising of their level of registration / accreditation

## **CHILD PROTECTION**

The safety and welfare of children is our paramount consideration when recruiting staff for our schools. In order to help us choose the best person for the job, the following processes will be followed to check your suitability to work with children.

### **Identification**

You must provide identification documentation. The 100 Point Identification Check must be completed.

### **Working with Children**

All positions within our system involve working with children, and your potential appointment will be subject to satisfactory employment screening for child related employment in accordance with CE policy. This includes having a valid and current Working With Vulnerable People registration (ACT) or Working With Children Check clearance (NSW).

### **Referee Checks**

We will ask your referees about your suitability for work with children.

## **EMPLOYMENT INFORMATION COLLECTION NOTICE**

CE's Privacy Policy can be found at <https://cg.catholic.edu.au/privacy-statement/>