



# POSITION DESCRIPTION

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

## Religious Education Coordinator

|                     |                                     |
|---------------------|-------------------------------------|
| Position Level      | ACT Co-ordinator 0.5 / 1.0          |
| Location            | St Thomas More's Primary – Campbell |
| Employment Type     | Full-Time                           |
| Employment Status   | Fixed-Term                          |
| Employment Term     | N/A                                 |
| Hours Per Fortnight | 76                                  |

### Who Are We?

Catholic Education, Canberra & Goulburn (CE) 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, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals. At CE, our people are the engine that drives our system forward.

### Our Vision

Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, build inclusive communities and deliver contemporary quality learning opportunities for every person.

|                  |  |
|------------------|--|
| Position Purpose | As Religious Education Coordinator, the successful applicant will support the Parish Priest and Principal through prayer, word and action to promote the faith formation and Religious Education of the St Thomas More's community. The successful applicant for the position will be a practising Catholic.   |
| Position Duties  | <b>Teaching and Learning</b><br>The Religious Education Coordinator will promote learning and lead and support the continued growth of a positive school culture that is student centred and transformative <ul style="list-style-type: none"><li>• Demonstrate and lead the faith formation of the staff, students and community</li><li>• Oversee the calendar of events and Masses within the St Thomas More's community.</li></ul> <b>Developing Self and Others</b><br>The Religious Education Coordinator will commit to their own professional learning and growth, and to supporting and building the professional capacity of others <ul style="list-style-type: none"><li>• Know and support all staff in developing their own faith journey</li></ul> |

|                                   |  |
|-----------------------------------|--|
|                                   | <ul style="list-style-type: none"> <li>Promote and support opportunities for staff, students and the community to act out their faith</li> <li>Facilitate and oversee the RE accreditation of staff</li> </ul> <p><b>Leading Improvement, Innovation and Change</b></p> <p>The Religious Education Coordinator will be a leader of innovation and change, ensure the school's Vision and Mission are promoted, and the schools' strategic plan is enacted</p> <ul style="list-style-type: none"> <li>Actively engage in the ongoing implementation and validation process of the CE conceptual framework for Religious Education</li> <li>Critically reflect on the Religious Education Program within the school to promote a vibrant Catholic community that works collaboratively to empower its members to be inclusive learners, custodians and citizens</li> </ul> <p><b>Leading Management of the School</b></p> <p>The Religious Education Coordinator will ensure that all members of the school staff are supported; and that human, material and strategic resourcing is organised and based on current need and future direction</p> <ul style="list-style-type: none"> <li>Promote the school's awareness of others and the responsibility to reach out and provide support in meaningful ways</li> <li>Maintain routines, timetables and rosters in response to Parish and school needs</li> <li>Maintain effective communication with staff to ensure the embedding of faith formation and Religious Education</li> </ul> |
| Skills, Attributes and Experience | <p><b>To be a vibrant member and leader within the St Thomas More's Staff, the successful applicant will need to be a person who demonstrates:</b></p> <ol style="list-style-type: none"> <li>1. An understanding and commitment to the Church's mission in Catholic Education and the capacity to contribute to the spiritual and community life of the school.</li> <li>2. Highly effective communication and interpersonal skills so as to engage positively with colleagues, students and parents.</li> <li>3. The capacity to be a proactive member of a professional learning community complying with the legal, administrative and professional requirements.</li> <li>4. Classroom practices and organisational skills that create supportive and safe environments for all students, meeting a variety of learning needs and providing effective and timely feedback to parents and students.</li> <li>5. A thorough knowledge of the Australian Curriculum with the ability to organise, select and design effective teaching and learning within the classroom and across the school.</li> </ol>   |
| Qualifications                    | <ul style="list-style-type: none"> <li>Must hold a relevant Working with Children registration and Teaching Accreditation</li> <li>Must have commenced or completed relevant qualifications</li> </ul>   |

## Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

## Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

## Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

## Application Enquires: CE Recruitment Team

Phone: 02 5133 5563 | Email: [recruitment@cg.catholic.edu.au](mailto:recruitment@cg.catholic.edu.au)

## Teaching Registration and Accreditation

Commencement is conditional upon applicants having valid teaching registrations and/or accreditations appropriate to the state and/or territory in which they will work.

NSW and ACT require different registrations and accreditations. If you are required to perform work or access information that is deemed to be working with children in both the ACT and NSW, you will be required to have valid registrations for both regions.

- ACT – Teaching Quality Institute (TQI).
- NSW – NSW Education Standards Authority (NES)

