



# POSITION DESCRIPTION

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

## (Acting) Religious Education Co-ordinator

Position Level	ACT Co-ordinator 1.0
Salary Range (Full-time)	\$126,542
Reports To	Principal
Location	St Matthews Primary School, Page ACT
Employment Type	Full-time
Employment Status	Temporary
Employment Term	Terms 2 - 4 2021 inclusive
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.

### 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	An excellent and rewarding opportunity exists for an experienced and energetic (Acting) Religious Education Co-ordinator to join our wonderful school.
Position Duties	<p><b>Provide Leadership in Religious Education</b></p> <ul style="list-style-type: none"> <li>• Provide vision and articulate expectations regarding quality teaching and learning in Religion;</li> <li>• Coordinate liturgy and other prayer and worship related to the religious education program;</li> <li>• Lead the development and review of policy in Religious Education;</li> <li>• Lead the development of the relevant Religion sections and documentation in the School's Teaching and Learning Core Document;</li> <li>• Promote and provide professional development opportunities for staff in content and processes for the teaching of Religion;</li> <li>• Promote and provide for the spiritual formation of staff;</li> </ul>

- Facilitate appropriate forums for cooperative planning, the sharing of ideas and decision making in the teaching and learning of Religion;
- Promote and provide opportunities for individual and community prayer for staff and students;
- Coordinate opportunities other than the Religion class program for the spiritual formation of students;
- Encourage and empower others to take responsibility for participative planning and implementation;
- Offer active and practical support to the School Principal and leadership team towards the development of the school as a faith community;
- Where appropriate, collaborate in the selection, induction and development of staff.

#### **Coordinate the Classroom Religious Education Curriculum to promote Quality Teaching in Religious Education (Educational Leadership)**

- Leading the school in the implementation of a Conceptual Inquiry approach to Religious Education;
- Assist teachers in their programming of Religion;
- Coordinate the development of regular and meaningful student assessment and reporting procedures in Religion;
- Supervise classroom teaching and learning in Religion;
- Assist and develop graduate teachers and teachers new to the teaching of Religion in the programming, planning and teaching of Religion;
- Encourage teachers to develop the religious environment of their classrooms;
- Guide teachers in the planning of classroom and school prayer and worship, ensuring a variety of celebrations appropriate for the liturgical year;
- Evaluate religious education resources and promote their use;
- Communicate relevant details of the Religion teaching and learning program to clergy and parents.

#### **Build Positive Human Relations in the School Community (Community Leadership)**

- Communicate effectively and regularly with the principal, leadership team, staff, clergy, parents and students;
- Lead the schools youth ministry team promoting engagement of students and families in Parish life;
- Encourage the involvement of parents, clergy and pastoral associates with the school;

	<ul style="list-style-type: none"> <li>• Provide particular support to teachers new to the school and new to the teaching of Religion;</li> <li>• Encourage and support the involvement of the school in parish ministry and community service projects, specifically Catholic Mission, Caritas and St Vincent de Paul.</li> </ul> <p><b>Administer the Organisational, Resource, Record Keeping Aspects of the Religious Education Program (Administrative Leadership)</b></p> <ul style="list-style-type: none"> <li>• Develop an annual program budget for religious education within funds allocated;</li> <li>• Monitor the disbursement of religious education funds;</li> <li>• Maintain relevant and efficient records relating to the Religion teaching and learning program;</li> <li>• Plan for the provision and organisation of religious education resources.</li> </ul>
Skills, Attributes and Experience	<p><b>The successful applicant will need to be a person who demonstrates:</b></p> <p><b>1. Leading Teaching and Learning</b> - Catholic Leaders have a key responsibility for developing a positive culture of challenge and support. This will enable effective teaching that promotes enthusiastic, independent learners, committed to lifelong learning. Catholic Leaders' actions are transformative in the lives of those they lead.</p> <p><b>2. Developing Self and Others</b> - Catholic Leaders are committed to building capacity through their own professional development; by supporting all staff through managing performance; by providing access to effective continuing professional growth opportunities and by giving regular high-quality feedback through the Leadership Emphases.</p> <p><b>3. Leading Improvement, Innovation and Change</b> - Catholic Leaders manage and lead innovation and change to ensure the school's vision and strategic plan are put into action and that goals and intentions are realised. Catholic Leaders draw upon the support of others and develop a sense of agency in the improvements they are driving.</p> <p><b>4. Leading the Management of the School</b> - Catholic Leaders use a range of management methods and technologies to ensure that the school staff and resources are organised efficiently and are managed around the principles of subsidiarity. This includes the delegation of tasks and accountabilities in ways that promote the leadership of others.</p> <p><b>5. Engaging and Working with the Community</b> - Catholic Leaders develop and maintain positive partnerships with students, families and carers, the local church and the wider school community. This supports a culture of high expectations around inclusivity and the wellbeing of all.</p>

#### Qualifications

- Must hold a relevant Working with Vulnerable Children Registration and Teacher Quality Institute Accreditation.
- Must have completed relevant Education/Teaching tertiary qualification.

## 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 6234 5427 | 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 (NESA)