

Guidelines for the application of advertised Religious Education Coordinator position

APPLICATION:

1. Cover Letter

Briefly outline your strengths, professional experience and accomplishments, why you are applying for the job and your suitability for this particular school. If you are applying for more than one school we require a letter for each school.

(1

page)

2. Resume / CV (brief, use point form) should include the following: (2-4 pages)

- **Personal details** including name, home address and telephone numbers.
- **Educational History**
 - Completed degrees and diplomas (in chronological order with the most recent listed first including details of the type of degree/diploma, university or college study was undertaken, the year of completion, details of major studies)
 - Current degree/diploma studies
- **Employment history/ Professional Experience**
 - Provide detail in chronological order with the most recent School and position listed first. eg. 2001 to date Name of School Position held
1998 to 2001 Name of School Position held
- **Professional development** (last 5 years)
- **Professional memberships, associations and affiliations**

Address each of the requirements for the role

3. Address requirements for Role

- 4. Provide details on how you satisfy each requirement for the role. (2 – 4 pages)**

Provide work place examples (eg. development of parish – school links; professional development of staff in religious education. Refer to outcomes or results of your work.

- 5. Please attach certified copies of relevant academic qualifications**

REFEREE REPORTS:

6. Applicants are required to supply reports from the following referees.

- Current Principal/Supervisor who can comment on your current performance and practices
- A professional referee who can comment on your current performance and practices
- A Priest who is in a position to make comment on your practice and witness in the faith
- **(No other referee reports will be accepted)**

The Application Package contains documentation for each of these nominated referees.

It is the applicant's responsibility to:

- Check that these people are prepared to be nominated as referees and will support the application.
- Forward this documentation by email or fax with closing date stated (i.e. Referee package to these people, as soon as possible, so that the selection process can proceed;
- Check before the closing date with each referee to ensure they have emailed/mailed their reference to the CEO.

NOTE: All references will be on file until the end of the calendar year and will be used for subsequent applications unless otherwise advised. (references will be destroyed at the end of the year)

Please forward by Email: appointments@parra.catholic.edu.au

Catholic Education Diocese of Parramatta

Religious Education Coordinator

Role description

WORKING DOCUMENT
Staff Services
March 2011



Catholic Education
Diocese of Parramatta

Role Description - Religious Education Coordinator

Purpose

The Religious Education Coordinator is responsible to the principal and shares in the leadership of a nominated Catholic school community by supporting the principal and leadership team. The Religious Education Coordinator exercises this responsibility by ensuring that the school delivers high quality contemporary learning and teaching for the community it serves which is embedded in the Catholic world view. It is a collaborative ministry of witness and service and part of the evangelising mission of the Church. The Religious Education Coordinator exercises this responsibility by contributing a deep knowledge of the religious education curriculum and in enhancing the liturgical, sacramental and spiritual life of the school.

Key Accountabilities

In *Catholic Schools at a Crossroads*, school leaders are challenged to ensure that our Catholic schools:

- are truly Catholic in their identity and life
- are centres of 'the new evangelisation'
- enable our students to achieve high levels of 'Catholic religious literacy' and practice
- are led and staffed by people who will contribute to these goals.

This position supports the system strategic intent of improving learning outcomes for all students and promoting a professional and rewarding working life for teachers as well as ensuring the school is recognisably Catholic.

Key accountabilities are leadership of the school and contribution to system leadership through the implementation of the Leadership Framework areas of:

- Catholic Culture
- Leading Pedagogy
- Leading Self and Others
- Stewardship

Requirements of the Role

- A strong commitment to the Catholic faith in practice and lifestyle, witness and modelling
- Minimum of four years professional qualification in education
- Substantial currency in Religious Education pedagogy and knowledge of Religious Education curriculum
- Accreditation to teach Religious Education and completion of post-graduate or commitment to complete within four years of appointment post-graduate programs in three of four areas of: scripture, liturgy, theology and Religious Education
- An understanding of contemporary learning theory and practice, and an ability to ensure this is in evidence in the teaching within the school
- Capacity to challenge and lead a school community that gives witness to the Catholic faith and its teaching and is aligned with the system strategic intent.
- Commitment to team and building relationships
- Demonstrated commitment to ongoing professional learning and formation

Functions

Catholic Culture

Leadership includes assisting the principal to:

- ensure the school community is recognizably Catholic and contributes to the evangelizing mission of the Church
- build the necessary relationships with the parish priest, parents, learning community, Catholic Education, Diocese of Parramatta and other partners contributing to the work of Catholic schooling.
- ensure that the Religious Education program is based on the Gospel of Christ and in accordance with the Diocesan program *Sharing Our Story*

Leading Pedagogy

Leadership includes assisting the principal to:

- plan, develop, implement and evaluate frameworks to deliver the system strategic intent
- establish goals and high expectations for all students and teachers
- plan and engage in professional learning with school staff on contemporary learning and teaching

Leading Self and others

Leadership includes assisting the principal to:

- build the capacity and capabilities of self and others
- challenge existing practice to ensure reflection and continuous improvement
- work with colleagues as a leader and team-member

Stewardship

Leadership includes assisting the principal to:

- ensure effective stewardship of the financial and physical resources to optimise learning and provide a safe and welcoming environment
- oversee the implementation of all Diocesan, Board of Studies and NSW Institute of Teachers policies and requirements

Other functions include

- contribute to system leadership
- undertake professional learning
- undertake performance review
- other duties as requested by the Principal and the Executive Director of Schools



General Application Form

(to be attached with CV and other Documents)

Position Applied for

Name

Title _____

Surname _____

Preferred Name _____

Christian Names _____

Former Name (If Applicable) _____

Address

Home Address	Address for Correspondence
_____	_____
_____	_____
_____ Postcode _____	_____ Postcode _____

Phone & Email

Private _____	Business _____	Mobile _____
Email _____		

How did you find out about this position?

Please complete and return with you application and a full CV to:

HR Officer Personnel

Catholic Education Office

Locked Bag 4 North Parramatta NSW 1750

Email: appointments@parra.catholic.edu.au



Employment Collection Notice

1. In applying for this position you will be providing the Catholic Education Office of the Diocese of Parramatta (the CEO) with personal information. We can be located at 12 Victoria Road, Parramatta 2150 and by telephone on 02 9840 5600 or by facsimile transmission on 02 9840 5678.
2. In order to assess your application you are required to provide us with personal information, for example, your name, address and other information contained on your resume.
3. If you are unsuccessful for the position you may seek access to personal information we obtained and hold about you as part of the selection process. There may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. We will not disclose information about you to a third party without your consent.
5. As required under NSW Child Protection Legislation, preferred applications for the position are required to be subject to employment screening. This involves a check of relevant criminal history, and Apprehended Violence Orders, referee reports and employment history including discipline proceedings. Child protection legislation also requires that we collect a Prohibited Employment Declaration from you.
6. In the course of your application you may provide us with the personal information of others. We encourage you to inform them that you are disclosing information to us and why. They can access this information if they wish. We would not disclose the information to third parties without the person's permission.



How to Apply

Applicant information for Religious Education Coordinator Position

1. Address your formal letter of application to:
Mr Gregory B. Whitby - Executive Director of Schools
2. Supply Curriculum Vitae, including Academic Record and employment details
3. Supply response to requirements for the role.
4. **Applicants are required to supply reports from the following referees.**

Current Principal/Supervisor who can comment on your current performance and practices

A professional referee who can comment on your current performance and practices

A Priest who is in a position to make comment on your practice and witness in the faith.

No other referee reports will be accepted

The Application Package contains documentation for each of these nominated referees.

5. All application materials to be received by close of business on the **due date**
6. Send all application materials to:

HR Officer Personnel
Catholic Education Office
Locked Bag 4
North Parramatta NSW 1750

7. Those who are applying by email please email:
appointments@parra.catholic.edu.au