

## RELIGIOUS EDUCATION COORDINATOR & FAITH DEVELOPMENT LEADER (REC)

**The Religious Education Coordinator and Faith Development Leader (REC) has responsibility for fostering and maintaining the Catholic identity and ethos of Simonds Catholic College, within the framework and guidelines of the Archdiocese of Melbourne. This leader reports to the Principal and the Deputy Principals and is an invited member of the Leadership Team, attending meetings as required by the Principal.**

**This role includes leading the Religious Education Faculty.**

### Attributes and Competencies

- A lively and practical support to the Catholic nature of the College.
- A firm belief in and commitment to the Mission and Vision of the College and an ability to articulate and promote these.
- Strong written and verbal communication.
- Proven ability to develop and manage relationships with a range of stakeholders.
- Collaborative team player balanced with the ability to be decisive and directional where situations demand.
- Punctuality and attention to detail.
- Exceptional personal standards of honesty, integrity and professionalism.
- Model excellent teaching and learning.
- Display loyalty to the Leadership of the College and understand the nature of confidentiality as required.
- Exhibit ongoing professional growth on a personal level and for the benefit of the College community including participation in different Professional Learning activities that the College offers.
- Demonstrate a high level of ability to articulate educational issues and perspectives in communication with colleagues and others, and particularly in public forums.
- Demonstrate an understanding of key priorities of the legal requirements surrounding Child Safety.

### The REC has three broad areas of responsibility

#### Spiritual and Religious Leadership

- Provides guidance and direction to the Leadership Team and staff about how to foster and maintain the Catholic Identity and Ethos of the College.
- Fosters within staff and students an understanding and appreciation of the religious practices of other Faith Traditions represented in our College.
- Promotes and encourages staff prayer at Meetings and Briefings.
- Assists teachers in the implementation of prayer programs in their classes and in the preparation of class and year level prayer services and masses.
- Informs the whole staff of the ongoing development of effective and contemporary pedagogy in RE classes.
- Attends RE network meetings and provides feedback to Leadership Team and staff.

#### Faith Development and Practice

- Organises and coordinates Staff Spirituality Days.
- Monitors and assists the Professional Development of staff in gaining accreditation to teach in a Catholic School and accreditation to teach RE in a Catholic school.
- Plans and coordinates school liturgies, sacramental and prayer programmes and year level reflection days.
- Prepares Readers for Church, Prayer Services and assemblies.
- Ensures that all students are familiar with the hymns/songs used at major school liturgies.
- Promotes awareness of Social Justice issues and coordinates opportunities for the school community to support people in need.
- Coordinates the Social Justice Program and student leaders and ensures sustainability of social justice activities.
- Coordinates the Year 9 Community Service Program.

- Liaises with the College Chaplains to ensure adequate support for the sacramental and spiritual needs of students.

### **Altar Servers and Seminarists**

- Coordinates the training of Simonds students who have volunteered to become Altar Servers at St Patrick's Cathedral.
- Prepares and distributes a monthly roster for students and liaises with the relevant Cathedral authority.
- Advise the Business Manager which students qualify for Cathedral Altar Servers Scholarships.
- Coordinates the Seminarist's Training Program.

### **In addition to fulfilling the responsibilities of a Faculty Leader (role description follows), the REC**

- facilitates the development of the RE curriculum in accordance with MACS guidelines and both assists and supports teachers in planning of units and lessons.
- ensures that programmes cater for the appropriate stages of psychological, moral, educational and spiritual development of students.

## **FACULTY LEADER ROLE DESCRIPTION**

**Faculty Leaders are responsible for the smooth and efficient operation of the faculty according to the needs of the College. They lead, inspire and challenge the team of teachers in their faculty to deliver innovative curriculum and promote excellence in teaching and learning.**

**The REC is responsible for the following:**

### **Planning**

- As the chairperson at their faculty meeting, holds a minimum of two faculty meetings a semester and ensures the agenda is distributed, minutes are kept and circulated to teachers, the Deputy Principals and Principal, and posted on the OneDrive as a record of proceedings.
- Has knowledge of curriculum directions and keeps subject teachers informed with particular reference to the VCE requirements, Victorian Curriculum, and governance from the VCAA and MACS.
- Manages change to programs with guidance and direction from the Deputy Principals and in line with the Strategic Plan.
- Develops yearly actions plans to achieve the goals in the Annual Action Plan, and reports on achievements.

### **Learning & Teaching**

- Has in place current and fully documented courses and timelines (using established proformas), and ensures copies of all resources (worksheets, assignments, tests, exams, rubrics, marking schemes, project guidelines etc.) are available to subject teachers electronically.
- Monitors subject teachers' delivery of the documented curriculum, including the release of results and feedback to students according to school policy.
- Oversees the provision of enriching learning experiences for students and works with subject teachers to plan appropriate excursions, incursions and participation in competitions.
- Provides ongoing and systematic monitoring of student progress and ensures the faculty is meeting the needs of all students through quality differentiated teaching, or adjustment of the learning program (for students with diagnosed disabilities and requiring Individual Learning Plans).
- Uses NAPLAN or other data to develop teachers' understanding of individual student achievement levels and strategies required for improvement.
- Identifies the learning needs of teachers and ensures their participation in Professional Development opportunities which will assist with implementation of a range of teaching strategies and innovative approaches to curriculum delivery.

### **Reporting & Assessment**

- Ensures, through moderation, that assessment is consistent across the year levels and between classes and demonstrates progression from one year level to the next.
- Maintains a current list of Assessment Tasks with associated marking schemes, weightings and due dates on iSimonds.

- Approves and ensures the accuracy of semester report documents including Course Description and Knowledge & Skills statements.
- Coordinates the writing, proof reading and printing of exams.
- Assist with the proofreading of subject reports.

#### Organisation

- Contributes to information sessions and ensures the timely preparation of information for students, staff and parents, including Study Guides, subject selection handbooks, booklists and displays.
- Oversees the maintenance and development of any specialist rooms and liaises with any specialist support staff in this process.
- Oversee the ordering of resources and equipment and manage inventory.
- In conjunction with the Business Manager and Principal prepare and monitor the faculty budget.
- Monitor faculty expenditure on a regular basis to ensure spending accords with the agreed budget.
- Provide regular reports to the College community on matters regarding the Faculty, including updates for website, newsletters and the College Yearbook.

## SELECTION CRITERIA

### Commitment to Catholic Identity and Ethos

Demonstrate a strong alignment with the Catholic nature of the college and provide examples of how you actively support and promote the Mission and Vision of the college within the framework and guidelines of the Archdiocese of Melbourne.

### Effective Communication and Relationship Building

Highlight your excellent written and verbal communication skills, showcasing instances where you've successfully developed and managed relationships with various stakeholders including staff, students, parents, and external partners.

### Leadership and Collaboration

Illustrate your ability to work collaboratively as a team player while also being able to make decisions and provide direction when necessary. Provide examples of times when you've led teams or facilitated collaborative initiatives.

### Spiritual and Religious Leadership

Describe your experience in fostering and maintaining the Catholic identity and ethos within a school setting. Explain how you would promote religious understanding, prayer programs, and professional development opportunities for staff.

### Organisational and Administrative Skills

Provide evidence of your organisational skills by detailing your ability to manage and coordinate various tasks such as organising events, maintaining records, preparing reports, and ensuring timely communication within the faculty and broader community.

### Subject Matter Expertise and Pedagogy

Highlight your understanding of religious education curriculum guidelines and your experience in implementing effective pedagogical strategies. Discuss how you've monitored student progress and differentiated instruction to meet diverse learning needs.

### Position of Leadership (POL) Level 3

Time Allowance 16 periods

Tenure: 2024 - 2026