

James Sheahan Catholic High School, Orange

A Co-educational School Years 7-12

Current enrolment 1025

RELIGIOUS EDUCATION COORDINATOR MISSION (3 POINT) Permanent Full Time Position Commencing 28.01.2020

Applications are invited for the above position from qualified and experienced teachers who:

- are practising Catholics.
- have appropriate qualifications in Religious Education.
- can demonstrate a sincere commitment to the philosophy and aims of the Catholic School.

The successful applicant will be responsible to the Principal for the coordination of the school's religious education curriculum.

A Position Overview (position description and selection criteria) and application form (Teaching Position) are to be obtained from the CEDB website www.bth.catholic.edu.au.

A valid *Working with Children Check Number* is required for this position and must be provided at the time of application. To apply for a *Working with Children Check Number* go to www.kidsguardian.nsw.gov.au

Applications are to include a covering letter addressing the selection criteria and completed CEDB application form with supporting documentation which includes details of three professional referees (one being a Priest of the Parish).

Applications to be submitted to:

Mrs Janette Patterson-Cosgrove
Human Resources
Catholic Education Diocese of Bathurst
PO Box 308
BATHURST NSW 2795
Phone: (02) 6338 3000 Fax: (02) 6338 3001
Email: j.pattersoncosgrove@bth.catholic.edu.au

Applications close: Wednesday, 12 June 2019 at 9.00 am

Catholic Education Diocese of Bathurst is an equal opportunity employer

ROLE DESCRIPTION

REC: MISSION (3 Point)

The Religious Education Coordinator: Mission is responsible to the Principal and the Assistant Principals.

The Religious Education Coordinator: Mission is a member of the School Executive and contributes to the nurturing of supportive human relations and the development of a positive climate within the school community. The REC: Mission is the key assistant to the Principal and the Assistant Principal in all that concerns education in faith and the expression of this faith for staff, students, parents and the wider school community.

RELIGIOUS LEADERSHIP

- In collaborative leadership is responsible for the evangelising mission of the school
- Exercises spiritual and religious leadership through the development of the school as a faith community and the growth of the Catholic ethos of the school
- Gives personal witness to Catholic values in carrying out the duties associated with the role
- Initiates, encourages and participates in the liturgical and prayer life of the school
- Models pastoral approaches that illustrate Gospel values of courage, compassion and hope
- The prayer life and the organisation of all liturgical celebrations in the school
- Coordination of student-led prayer
- Is a resource person for all staff, particularly with respect to individuals and their faith journey
- Supporting the faith formation of school leaders

EDUCATIONAL LEADERSHIP

- Works closely and collaboratively with the REC: Curriculum to ensure that there is a Lasallian and Mercy foundation in at least one RE topic/unit from Years 7 to 10.
- The writing, implementation and regular evaluation of Retreat and reflection day programs for all students from Years 7 to 12
- Leading CSYMA within the school, including the organisation of CSYMA events and the planning/delivery of CSYMA lessons in Stage 5
- Writing and implementing a voluntary Retreat for students in Year 12
- Encouraging and promoting student training as Ministers of Holy Communion
- Arranging for visiting speakers, especially those from a Lasallian and Mercy background
- Promoting the work of the missions
- Liaising with priests, teachers and parents in the development of Sacramental programs where appropriate eg initiation in Catholic faith and Baptism

- Encouraging teachers to undertake postgraduate study in Religious Education/Theology
- Informing staff of current understanding and developments in Religious Education, Church teaching and Church documents eg new missal/encyclicals
- Providing opportunities for parents to be formed in their own faith
- Leading a PLT in the Christ Centred Learning aspect of a Rich Catholic Curriculum
- Attending alternate fortnightly meetings of the KLA meetings to foster and support CCL

ENABLING LEADERSHIP

- Fosters the ongoing relationship with the Sisters of Mercy and the De La Salle Brothers as the founding charisms of our school
 - Provides opportunities for regular student, staff and parent reflection
 - Attends to the professional learning of staff in the area of faith
 - Leads policy review and development and facilitates the leadership capacity and development of others
 - Promotes the cohesion of the school community
 - Maintains effective communication links in the school
 - Fostering the Lasallian and Mercy ethos in the school
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- The development and implementation of Staff Retreats, staff prayer and spirituality, staff liturgies and spiritual reading
 - Materials for prayer and liturgical spaces are maintained and provided
 - Planning prayer and liturgy rosters for staff and students
 - Liaising with the Parish Priest and wider parish community; finding ways to promote links with the Parish and preparing events in the liturgical calendar
 - Informing the school community of Parish activities
 - Initiating and coordinating a compulsory social justice and community service program for students
 - Seeking ways to include and involve all members of the school community in worship and prayer
 - Coordinating and/or implementing outreach/justice programs ie St Vincent de Paul
 - Conference and Caritas and Catholic Mission programs
 - Ensuring policies and procedures reflect a Catholic Perspective
 - Maintaining a strong and mutually supportive partnership with pastoral care providers in the school
 - Attending alternate fortnightly meetings of the Wellbeing Meetings to foster and support students' faith journey
 - Regularly explore new and meaningful ways to engage students in their celebration of school liturgies, especially in the areas of music and singing
 - Leading and developing the Mission Teams to reflect our charisms
 - Other duties as determined with consultation by the Principal.

SELECTION CRITERIA

REC: MISSION LEVEL 3

- Appropriate qualifications in Religious Education or Theology
- Commitment to Catholic education, displaying a clear understanding of the ethos of Catholic schools, the charisms of St John Baptist de La Salle and Venerable Catherine McAuley
- Ability to plan, lead and coordinate faith programs and experiences for students and staff
- Ability to provide support and leadership to the Youth Mission Team, Youth Minister
- Ability to work with the Parish and Diocese in providing opportunities for faith development and enrichment
- Understanding of the needs, aspirations and background of the families who send their children into our care
- Ability to align the school's strategic planning in promoting a culture of effort, engagement and excellence through the development of a pro-active and responsive faith program