

Religious Education Coordinator (REC)

St Joseph's Primary School Uralla

Position Description

[Click here to apply.](#) Applications close 21 August 2022

Enterprise Agreement	NSW and ACT Catholic Systemic Schools EA 2020
Base salary range (Full time)	\$66,494 - \$117,060 gross per annum (based on skills, experience & NESA accreditation)
REC allowance	\$8,551 gross per annum (Coordinator 1)
Load release	0.2 FTE
Reports to	Principal
Location	St Joseph's Primary School, Uralla
Employment type	Full-time 1.0 FTE (part-time may be considered)
Employment status	Permanent teaching role 2-year REC contract (renewal subject to successful performance)

About St Joseph's Primary School Uralla

St Joseph's Catholic Primary School is a small rural Catholic systemic co-educational school located in Uralla. St Joseph's was established by the Sisters of Saint Joseph in 1886. In that year, Mother Mary MacKillop (Saint Mary of the Cross) paid a visit to the school. Mother Mary wrote in her diary, on 29 April 1896, that she 'was very pleased with the school and children'.

St Joseph's is a vibrant Christ centred community well supported by the parish and parent body. The Gospel values, including faith, respect and service, guide and permeate all learning and behaviour. A high standard of education is provided for the students, strengthened by the teaching and example of Catholic faith and tradition. Students are encouraged to develop to their full potential in an inclusive and supportive climate of love, respect and acceptance.

Student engagement is the key to learning. Dedicated and enthusiastic teachers strive to ensure that student learning is both meaningful and inspiring. Children are exposed to an array of activities that encourages them to extend themselves in all Key Learning Areas of the curriculum. They develop values, skills and knowledge within an engaging and inspiring environment. Classrooms at St Joseph's are large, well resourced, flexible learning spaces that allow for 21st century learning to take place.

Students have access to chrome books, iPads and Promethean boards to further support learning, allowing them to keep up to date with the ever changing world of technology.

For further information on the school, please visit <https://stjosephsuralla.catholic.edu.au/>.

Position Purpose

This position assists the Principal in their leadership of the school as a distinctively Catholic Professional Learning Community. The REC's communicate and work with the Principal and matters pertaining to religious education and the liturgical life of the School. The work clearly demonstrates the school's commitment to forging links between life, learning and faith.

Commencement

The commencement date for this position will be 27 January 2023.

Key Responsibilities

Duties related to the position would normally include but are not limited to the following:

Key area	Task
Teaching and Learning	<ul style="list-style-type: none">● Under the direction of the Principal coordinate the worship and faith life of the school● Oversee the effective implementation of the approved Diocesan Religious Education program and curriculum● Monitor and evaluate the effectiveness of the religious education program● Promote the practice of non-liturgical prayer in a wide variety of forms in the school● Promote the application of a "Catholic lens" to learning in other curriculum areas● Organise programs, events, activities to assist the spiritual and faith development of students
Building staff capacity	<ul style="list-style-type: none">● Facilitate appropriate professional and spiritual development of staff members in the area of Religious Education● Directs, supports and guides teachers in the development and implementation of the RE curriculum● Organise programs, events, activities intended to assist the spiritual and faith development of staff members

Community Relations	<ul style="list-style-type: none"> ● Facilitate communication between school personnel and parents/carers regarding Religious Education matters ● Facilitate communication between school personnel and priests and other parish leaders regarding Religious Education matters ● Work with priest/s to assist students and other members of the school community to join in the Church’s liturgy as appropriate ● Organise school support of parish-based, family-centred programs of preparation for the sacraments for school-aged children ● Facilitate appropriate student involvement in activities through which they reach out to members of their local community, especially those in some way marginalised
Resources	<ul style="list-style-type: none"> ● Within budget, procures and maintains appropriate resources to support the teaching and learning of Religious Education. ● Within budget, ensures school as a whole and individual classrooms have appropriate religious images on display
Classroom teaching	<ul style="list-style-type: none"> ● Collaborate with colleagues in Professional Learning Teams as part of a Catholic Professional Learning Community. ● Create a safe learning environment which stimulates learning, promotes excellence, and accepts and acknowledges the needs of students to be both challenged and supported. ● Plan, prepare, record, evaluate and report on work to be undertaken by classes. ● Use a contemporary pedagogy and high-yield strategies to meet students’ individual needs. ● Identify learner needs, conferring with specialist staff in the school as required. ● Communicate in a clear, respectful and professional way in order to optimise each student’s development. ● Attend all lessons and be punctual to class. ● Maintain professional confidentiality with regard to students and their families. ● Be proficient in the use of ICTs as a teaching and administrative tool. ● Undertake regular professional development in order to meet professional growth as indicated in the AITSL Standards for teachers, and the requirements of NESAs. ● Keep abreast of knowledge and curriculum development in teaching areas as well as current developments in educational research.
General	<ul style="list-style-type: none"> ● Attend to any other matters appropriate for the position and consistent with the skills of the incumbent

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| | <ul style="list-style-type: none"> ● Work effectively in partnership with the principal and (if appointed) other members of the school leadership team. ● Ensure all administrative tasks associated with the position are completed efficiently and effectively. |
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St Joseph's Uralla reserves the right to alter roles and responsibilities requirements as required.

General expectations of staff at St Joseph's Uralla

- Respect of and a commitment to the Catholic ethos and a willingness to foster it.
- Serve the employer faithfully, honestly, efficiently and diligently, and exercise all due care and skill in the performance of your duties.
- Ensure appropriate behaviours when engaging with children.
- Act as a team member, developing and supporting the philosophy and ethos of the team.
- Undertake necessary professional development.
- Maintain strict observance of school policies, rules and procedures, including the reporting of improper or unethical conduct.
- Observe and comply with all WHS protocols.
- Ensure all colleagues, students and parents are provided with quality service in a timely, efficient and friendly manner.
- The ability to maintain strict confidentiality and to exercise discretion and sound judgement.
- Act in a professional and respectful manner at all times.
- Employment with St Joseph's Uralla is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance.
- Contribute to the ongoing development of a Catholic Professional Learning Community based on our Catholic Principles and Values

Selection criteria

Essential criteria

- Commitment to and practice of the Catholic faith.
- Completion of or willingness to undertake appropriate post graduate courses in the areas of religious education or theology to meet accreditation requirements of Category E as per the [Catholic Schools framework for the accreditation of staff in Catholic schools](#).
- Minimum four year teaching qualifications.
- Demonstrated recent, significant and successful contemporary classroom experience in the teaching of Religious Education, supported by references.
- Demonstrated deep knowledge of contemporary pedagogical practices and K-6 curriculum, with a demonstrated ability to implement these practices to a very high standard in contemporary classrooms.

- Demonstrated very highly effective communication, interpersonal and negotiation skills with the ability to develop cooperative working relationships with a wide range of people and stakeholders.

Application

For questions regarding the professional nature of this position, please contact Mrs Judy Elks on 02 6778 4063 or email jelks@arm.catholic.edu.au

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- **Complete the relevant online application form** by [clicking here](#) and attach a cover letter (optional) and CV that clearly outlines your qualifications and career history.

Preferred applicants must have the right to work in Australia and will be subject to employment screening.