

Religious Education Coordinator (REC)

St Joseph's Primary School Quirindi

Position Description

[Click here to apply.](#) Applications close 4 October 2022.

Enterprise Agreement	NSW and ACT Catholic Systemic Schools EA 2020
Base salary range (Full time)	\$66,494 - \$117,060 per year (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 Quirindi
Employment type	Full-time (1.0 FTE)
Employment status	Permanent teaching role 2-year REC contract (renewal subject to successful performance)

About St Joseph's Primary School, Quirindi

Our vision at St Joseph's Quirindi, is to be an authentic & inclusive Catholic Professional Learning Community which fosters school, parish and community engagement.

We have a genuine focus on learning. We believe every student can achieve to a high standard given the right learning opportunities and support. Teachers plan lessons according to the needs of the students and keep accurate data on each student's learning growth. We encourage parents to be involved in their child's learning through regular formal and informal contact with teachers. Each year we have two 3 Way Student Learning Conferences; where the students lead the conversation on how they are going with their learning. Students, parents and teachers work collaboratively to set learning goals.

Catholic Education began in Quirindi in January 1885 with the arrival from Lochinvar of three black habit St Joseph's Sisters to establish a school. Quirindi was then in the Gunnedah Parish in the Diocese of Maitland. In 1887 following the re-organisation of Diocesan boundaries, Quirindi was incorporated into the Armidale Diocese and the Sisters from Lochinvar were withdrawn and returned to Maitland.

In 1888, following a request to Mother Mary MacKillop from Bishop Torreggiani, a community of four sisters of the brown habit of St Joseph was established in Quirindi to run the school. These nuns came from Mount Street, North Sydney.

Quirindi is a medium-sized rural service centre which is surrounded by rich agricultural and pastoral properties where sorghum, corn, oats, chickpeas, cotton, canola, sunflowers, wheat and barley are grown. It is a quiet and peaceful town which prospers because the soils are good and the local farmers are efficient.

Quirindi is located on the NSW North West Slopes and is known as the Gateway to the North-west. Quirindi is located 345 km north of Sydney via the Newcastle Freeway and the New England Highway. It is 83km south of Gunnedah on the Kamilaroi Highway and 390 m above sea-level and at the southern edge of the Liverpool Plains.

There is no dispute that 'Quirindi' is a Kamilaroi word but no one is sure what it means. The current definitions vary so widely - variously they include 'dead tree on the mountain', 'place where fish spawn' and 'a nest in the hills' - that it is probably fair to say the meaning is unknown.

For further information on the school, please visit <https://stjosephsquirindi.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 negotiated with the successful candidate.

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

	<ul style="list-style-type: none"> ● 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

	<p>families.</p> <ul style="list-style-type: none"> ● 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 NESA. ● 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 ● 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.

St Joseph's Primary School, Quirindi reserves the right to alter roles and responsibilities requirements as required.

General expectations of staff at St Joseph's Quirindi

- 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 is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance.

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 Pauline Long, Principal on (02) 6746 1033 or email plong@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.