

Religious Education Coordinator (REC)

St Mary of the Angels, Guyra

Position Description

[Click here to apply.](#) Applications close 2 October 2023

Enterprise Agreement	NSW and ACT Catholic Systemic Schools EA 2020
Base salary range (Full time)	\$68,356 - \$120,335 gross per annum (based on skills, experience & NESA accreditation)
REC allowance	\$8,551 gross per annum (Coordinator 1)
Placement allowance (Full-time)	\$2,600 per annum (paid as a salary loading fortnightly) for a maximum of 4 years
Bonus Payment (Full-time)	A bonus is payable at the end of each year of service as follows; Year 1 \$2,000 Year 2 \$3,000 Year 3 \$4,000 Year 4 \$5,000
Relocation Subsidy	Reasonable relocation expenses
Location	St Mary of the Angels Guyra
Employment type	Full-time 1.0 FTE (part-time may be considered)
Employment status	Permanent teaching role (Armidale Cluster) 2-year REC contract (renewal subject to successful performance)

About St Mary of the Angels, Guyra

As an integral part of the Parish Community consisting of Students, Teachers and Parents & Friends and Parish Priest, teaches and upholds gospel values.

These values are demonstrated by concern and love for each individual in the community according to the teachings of Jesus Christ. St. Mary of the Angels strives to develop each child spiritually, morally, emotionally, academically and physically to the individual's full potential, instilling self-discipline and self-worth.

St Mary of the Angels Community works together to provide a Christian example and influence in the wider community, and to offer a choice of educational systems.

St Mary of the Angels School (previously called The Convent) was established in 1919 with the Ursuline Sisters in charge. No premises existed and the opening was effective after some 10 years. The school provided education for primary schooling and lessons commenced in the old Convent. The original blue-brick building was in use by the end of 1919.

In 1960 the first lay teacher was appointed. In December 1969, the Ursuline Sisters departed Guyra and the late Cardinal Freeman, then Bishop of Armidale, invited the Sisters of Mercy from Monte St. Angelo, North Sydney to succeed them. The Sisters remained here teaching until December 1979. In 1980 the first lay Principal was appointed.

Located at 1330 metres above sea-level, Guyra is the highest town of the New England Tablelands and as such has a reputation for coldness and snow in the winter months. It is the coldest, northernmost town in the country. The town is primarily a service centre for the surrounding wool, beef, potato and fat lamb-producing properties and it celebrates this economic base with a sculpture which combines a sheep with potatoes - it is located on the New England Highway - and an annual Guyra Lamb and Potato Festival. The town sits on the watershed of the Great Dividing Range with rivers and creeks to the east flowing down to the Pacific Ocean and rivers to the west heading towards the Murray-Darling basin and South Australia.

Guyra is located 509 km north of Sydney via Stroud and Walcha, 551 km via Muswellbrook and Tamworth, and 425 km south-west of Brisbane via Warwick and Glen Innes.

It is accepted that "Guyra" was the name given to an early property in the district and that the word came from the local Anaiwan Aborigines and meant either "fishing place" or "white cockatoo".

For further information on the school, please visit <https://stmarysguyra.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 applicant.

Key Responsibilities

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

Key area	Task
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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.

	<ul style="list-style-type: none"> ● 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 ● 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 Mary of the Angels Guyra reserves the right to alter roles and responsibilities requirements as required.

General expectations of staff at St Mary of the Angels Guyra

- 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 Mary of the Angels Guyra 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 Principal, Zoe Nugent, on (02) 6779 1661 or email znugent@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.