

RELIGIOUS EDUCATION COORDINATOR ROLE DESCRIPTION Issue Date: May 2022

development and implementation of the Catholic Identity and Mission Domain of the School Improvement Plan Knowledge of and involvement in the development of the Strategic School Improvement Plan, co-construction of COSI documentation and maintenance of CART

• Ensuring staff incorporates key understa 0 0 100 0

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- effectiveness of their learning and teaching programs to develop students' knowledge, understanding and skills in Religious Education
- Conducting regular reviews of learning and teaching programs in Religious Education using multiple sources of evidence including: student assessment data, diocesan curriculum documents, teaching practices and feedback from clergy, parents/ carers, students and colleagues. This will also include leading processes to evaluate the effectiveness of the Religious Education teaching programs against Diocesan policies and the learning framework
- Initiating contextually relevant processes to establish programs that involve parents/carers in the faith education of their children
- Supporting, with the school executive and staff, wellbeing policies that are firmly based on current school and/or system, church, curriculum and legislative requirements
- Modelling exemplary practice to support colleagues in applying a range of timely, effective and appropriate feedback strategies on student learning in Religious Education
- Leading colleagues to evaluate student achievement using internal and external student assessment data to improve teaching practice in Religious Education
- Evaluating and revising reporting and accountability mechanisms in Religious Education

- Alloation of regular formation and professional development in formation for related theology and the Pedagogy of Encounter.
- All teachers apply the Pedagogy of Encounter to the teaching and learning cycle.
- Evidence of the Pedagogy of Encounter in teaching programs.
- Clear understanding of the definition of Religious Literacy by all staff
- Development and commitment by all staff to a Religious Literacy improvement framework.
- Learning walks and talks undertaken in Relgiious Education lessons.
- Case management where appropriate
- Differentiation of learning and inquiry models
- Improvement in Religious Literacy
- Use of Tell then From Me data to inform decision making
- Establishment of relationships with the Parish and Family Ministry Coordinators for the delivery of parent formation.
- Inclusion of Religious Education in the production and implementation of clear, evidence based improvement plans and policies for the development of the school
- Recognition and sharing of student and staff achievements
- Evaluation evidence of quality teaching and learning programs, varied teaching and learning strategies to meet the needs of students

Supporting the School Leadership Team through leading faculty colleagues and PLT meetings in collation, oversight, maintenance and critical analysis of a wide range of data sources to ensure strategic alignment and facilitate effective long-term change in the school

- Supporting Faculty members in the analysis, recording and use of internal and external data to identify, learn from and improve student learning outcomes
- Best practice in teaching and learning are evaluated, monitored and regularly shared at PLT meetings
- Development of Data walls which include Religious Literacy, Accreditation and Formation pathways.

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- dealings with students, colleagues and the community
- Taking a leadership role in professional and community networks, organisations and support the involvement of colleagues in external learning opportunities in Religious Education

- Effectively managing resources to contribute to improved learning outcomes
- Development of a budget for Religious Education and the Catholic Identity of the School
- Complying with government, legal, school and system policies and procedures to minimise risk; ensure compliance; and a strong safety culture
- Maintaining effective systems for review and compliance processes
- Contributing effectively to school and System Improvement priorities and key priorities relevant to own area of responsibility

- Ensuring effective communication and implementation of system policies and procedures to minimise risk and build a strong safety culture
- Working collaboratively with colleagues across the school to support and contribute to the school's strategic focus for learning and formation; and school improvement plan
- Promotion of ecologically sound practices in the use of resources

FUNCTIONAL REQUIREMENTS

- Sedentary to light physical work
- Frequently sits or stands at an issued desk
- Stands and walks frequently around the teaching spaces to teach the class, monitor and interact with young people and to provide individual support to pupils
- Occasional bending, lifting, pulling or carrying, bending, squatting or crouching, stretching and twisting
- Occasional to frequent repetitive neck, upper body, wrist, hand and finger movements may be required
- Occasional stretching, climbing and twisting may be required
- Voice used extensively while communicating, instructing and supervising students

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