

## Application for Employment



### **Learning Area - Religious Education and Faith Leader**

Marian College Ararat seeks applications from enthusiastic and suitably qualified VIT Registered educators for the position of Learning Area Leader - Religious Education and Faith Leader.

This POL 3 position operates with the college's POL cycle and is a 2 year appointment.

For further information and details regarding the responsibilities of this position, please refer to the position description: Religious Education Coordinator and Faith Leader 2024 on the Marian College Ararat website <https://www.mcararat.catholic.edu.au/about-us/employment-1>

Thank you for applying for a position at Marian College Ararat. This application package will assist you with your application and must be read carefully and followed accordingly. This package includes:

1. About Marian College
2. About You
3. Position description
5. Child Protection and Safety

### **How to Apply**

For an application to be considered, it is essential that application include:

1. a Cover Letter
2. a response to the "About You" selection statement
3. a detailed Resume and
4. a completed Application Form (from website)

Application information on the Marian College Ararat website

<https://www.mcararat.catholic.edu.au/about-us/employment-1>

Email to the Principal - [principal@mcararat.catholic.edu.au](mailto:principal@mcararat.catholic.edu.au)

**Applications Close Friday 30th August 2024**

**Please note.**

- Applications which do not comply with the Selection Guidelines may not be accepted and/or may require you to provide further information before your application can be considered.
- Your application will be acknowledged, and a copy of the Marian College Employment Privacy Policy will be forwarded to you.
- After applications close, you will be advised if you have been successful in securing an interview for this position.

In fulfilling Marian College Ararat's obligation to Ministerial Order 1359, Child Protection and Safety, it is a legal requirement to obtain information about a person who it proposes to employ to perform child related duties:

- VIT registration
- Proof of personal identity and any professional or other qualifications
- The person's history or work involving children.
- References that address the person's suitability for the job and working with children.

Any false or incomplete statement or information in your application for employment may lead to a rejection of your application for employment. Any information provided by you in connection with your application for employment may be checked by Marian College with relevant authorities, previous employers, referees, or sources. By making an application for this position you consent to these pre-employment checks.

For any further information in relation to the position, please contact Veronica Scott, Human Resources Manager via [vscott@mcarakat.catholic.edu.au](mailto:vscott@mcarakat.catholic.edu.au) or (03) 5352 3861.

**About Us**

Marian College is committed to Gospel values centred co-educational Catholic secondary school, where all work in partnership to build an educational environment that allows young people to flourish and be their best. Marian College is founded in the values and commitment of the Brigidine traditions and the Kildare Ministries.

The Culture of Learning at Marian College Ararat is a foundation document which provides the expectations of teachers and of students. A copy of the document is on the College's website

**About You**

You will have demonstrated capacity to contribute positively in the Catholic traditions of Marian College.

You will have demonstrated a high standard of competency and proficiency in classroom practice and student management, and ability to inspire and engage young people in their learning

You will have demonstrated capacity to effectively lead, develop and manage collaborative and high functioning teams with a focus on professional growth and development strategic process improvement and organisational change that is forward thinking and innovative

Excellent interpersonal and communication skills including the capacity to develop productive and caring relationships with students, parents, and staff where the focus is on the learning and wellbeing of the student.

## **Child Protection and Safety**

Child abuse includes sexual offences, grooming, physical violence, serious emotional or psychological harm, serious neglect, and a child's exposure to family violence.

Marian College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse.

This Child Protection Program is made up of work systems, practices, policies, and procedures designed to maintain a child safe environment and to embed an organisational culture of child safety within the College community. The Program deals specifically with child protection issues and is designed to ensure compliance with the Victorian Child Safe Standards and related child protection laws. Broader child safety issues arising from our common law duty of care are dealt with through our Student Duty of Care Program.

With the implementation of Ministerial Order 1359 relating to Child Protection and Safety in July 2022, Marian College Ararat, in conjunction with Kildare Ministries and the Catholic Education Office, Ballarat, commenced the process of introducing and imbedding child protection and safety policies and procedures throughout the College and associated community.

## Position Description

**Subjects:** Religious Education & Faith Leader POL 3

**Remuneration:** T2-1 \$92,554 - T2-6 \$115,737 POL 3 Allowance \$9,439

## Religious Education Coordinator and Faith Leader

STATEMENT OF DUTIES	
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"><li>• An understanding of the ethos of a Catholic school and its mission.</li><li>• A willingness to support the Catholic Identity, values, policies and procedures of the College.</li><li>• A willingness to foster and encourage respectful and positive relationships informed by the life and works of Jesus.</li></ul>
<b>Religious Education Coordinator</b>	<p>The primary role of the College Catholic Mission and Faith Leader is to work in partnership with the Principal, Leadership and Kildare Education Ministries to promote and support the College Charism, Mission and Values.</p> <p>In practice this means:</p> <ul style="list-style-type: none"><li>• Responsibility for the development of Religious Education curriculum</li><li>• Provide opportunities and support for ongoing professional development, especially towards attainment of Accreditation to Teach Religious Education for formal study and short courses.</li><li>• Possesses an excellent knowledge of faith and mission with a capacity to make this relevant to adolescents</li><li>• Include timetabled planning meetings, wherever possible, for the religious education teachers to work in a collaborative manner</li><li>• Engage with and contribute to the Kildare Ministries Formation Program providing opportunities for staff to continue to develop and explore their own faith</li><li>• Demonstrate a commitment to Catholic Education and the mission of Kildare Education Ministries in the Brigidine Tradition</li><li>• Lead and support the religious and spiritual life of the College with passion and energy</li><li>• Build positive relationships and inspire faith through invitation and dialogue</li><li>• Work collaborative with the Principal to lead, support and encourage the induction of new staff in relation to faith and mission</li><li>• Responsibility in collaboration with Leadership to organise and implement faith-based activities such as liturgies, retreats, prayer for staff meetings, and other staff reflection activities</li></ul>

	<ul style="list-style-type: none"> <li>• Network and work collaboratively with Kildare Ministries and Ballarat Diocese regarding Catholic identity, knowledge and mission</li> <li>• Liaise with Principal in relation excursions, guest speakers, retreats, school liturgies and similar activities</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of child safety</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children</li> <li>• Be a suitable person to engage in child-connected work</li> <li>• Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check</li> <li>• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety</li> <li>• Assist in the provision of a child-safe environment for students</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures</li> <li>• Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal</li> <li>• Demonstrate professional and collegiate relationships with colleagues</li> <li>• Other duties as directed by the Principal</li> </ul>
<b>Skills/Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Excellent interpersonal and communication skills</li> <li>• Good oral and written communication skills, including ability to communicate with children, parents and the school community</li> <li>• Ability to develop and maintain strong working relationships with key stakeholders</li> <li>• Capacity to work to tight timelines</li> <li>• Proven capacity to work independently</li> <li>• Sound organisational skills including strong attention to detail</li> <li>• Proven time-management skills</li> <li>• Self-motivation</li> </ul> <p>Preferred</p>

	Masters Degree in Catholic Studies (Religious Education, Theological Studies, Catholic Leadership or a related area) OR a comparable qualification in the religious domain such as Bachelor of Theology.
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