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| Marian College Ararat |  |
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**Religious Education Coordinator**

| **Location : Marian College Ararat** |
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| **Classification : POL 3, 360 minutes** |
| **Reports to : Principal, Leadership Team** |

| **STATEMENT OF DUTIES** |
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| **Commitment to Catholic Education**  | * An understanding of the ethos of a Catholic school and its mission.
* A willingness to support the College’s values, policies and procedures.
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| **Religious Education Coordinator** | The Religious Education Coordinator is to act as Religious Education liaison person for the school working with:* Principal
* Leadership Team
* Religious Education teachers
* Kildare Education Ministries
* Head of Learning and Teaching
* CEO Religious Education Consultant
* Diocesan Religious Education Personnel
* Staff
* Students
* Parents

The second is to carry out the duties attached to their specific role.In practice this means:* Demonstrate a commitment to ensure that the ethical imperative of keeping children safe is recognised, understood, valued and upheld by all staff, volunteers and community members within the school;
* Work collaboratively to establish and implement reliable and effective child safe policies, strategies and practices within the college;
* To develop support and be available to consult with all RE teachers, but particularly with new and inexperienced teachers.
* To ensure that the Awakenings Program is fully implemented in all classes.
* To assess and provide for the catechetical needs of the Religious Education teachers and of the students.
* To keep up to date with current issues in Religious Education.
* To coordinate the provision of up-to-date RE course descriptions for the Year Level and Courses of Study Handbooks.
* To coordinate the provision of each year level with specific Religious Education outlines.
* To coordinate assessment and reporting procedures for the Religious Education curriculum.
* To arrange regular meetings with teachers at both faculty and year levels.
* To meet regularly with the Principal and Head of Learning and Teaching to discuss matters relating to Religious Education.
* To liaise with the Principal in relation to excursions, guest speakers and similar activities.
* To coordinate the preparation of a budget for Religious Education.
* To be responsible for the ordering of books, supplies, equipment and suitable resources for Religious Education in accordance with the procedure laid down by the college.
* To organize the timetables for the celebration of Class Masses and other liturgical celebrations and Retreats.
* To work with teachers in the preparation of liturgies.
* To liaise with the Parish Priest in order to establish a harmonious relationship within which teachers and clergy may work to prepare liturgies and Sacramental rites.
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| **Commitment to Child Safety** | * A demonstrated understanding of child safety
* A demonstrated understanding of appropriate behaviours when engaging with children
* Be a suitable person to engage in child-connected work
* Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check
* 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
* Assist in the provision of a child-safe environment for students
* Demonstrate duty of care to students in relation to their physical and mental wellbeing
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| **General Duties** | * Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures
* Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal
* Demonstrate professional and collegiate relationships with colleagues
* Other duties as directed by the Principal
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| **Skills/Attributes** | * Ability to work as part of a team
* Excellent interpersonal and communication skills
* Good oral and written communication skills, including ability to communicate with children, parents and the school community
* Ability to develop and maintain strong working relationships with key stakeholders
* Capacity to work to tight timelines
* Proven capacity to work independently
* Sound organisational skills including strong attention to detail
* Proven time-management skills
* Self-motivation
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