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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. |
| **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. |
| **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 |
| **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 |
| **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 |