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| **CEO\TEMP\_006** | **POSITION DESCRIPTION**  |

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| **Last reviewed** | June 2018 |
| **Position title** | Assistant Principal – Religious Education  |
| **Position No:** | TBA |
| **School** | St Francis of Assisi Catholic Primary School, Humpty Doo |

# Position reports to:

Assistant Principal – Religious Education /Religious Education Co-ordinator

Director Catholic Education

Principal

# Position Summary:

The Assistant Principal Religious Education or Religious Education Co-ordinator shares with the Principal the responsibility for spiritual leadership, the development of a faith community and ensuring the Catholic perspective across the curriculum. This executive position is to be held by a practising Catholic who is committed to the Catholic faith and moral values.

# Key responsibilities:

The Assistant Principal (RE) will:

* be responsible to the Principal for the development and implementation of the Religious Education curriculum - *Journey in Faith* and the *Made in the Image of God* Human Sexuality program throughout the school
* work with staff to assist them in the development, implementation and evaluation of appropriate classroom teaching plans and resources
* take a leadership role in coordinating liturgies for staff and students in the school
* provide support to the parish in the leadership in the implementation of Sacramental preparation programs
* provide leadership in the development and implementation of appropriate retreat programs
* promote and encourage opportunities for staff access to professional development and faith formation
* promote opportunities for the faith education and spiritual development of students, staff and families
* provide leadership to staff in meeting the requirements of the Accreditation Policy
* Advocate for, develop and manage effective financial and material resourcing to ensure that the school community is able to provide meaningful liturgical and prayer celebrations that reflect the faith life of the school and provide an engaging religious education curriculum
* Work with the Principal and Leadership Team in establishing, implementing and reviewing the School’s strategic directions, providing a particular focus on the Catholic Identity of the school
* Participate in the relevant Network Meetings at the Catholic Education Northern Territory Office, Diocesan Assemblies and celebrations.
* The Assistant Principal Religious Education will be recognised as a teacher whose duties include those duties normally required of all teachers.

# Work Health and Safety Responsibilities

It is the employee’s responsibility to:

* Perform work at all times in a safe manner and to comply with all safety standards
* Take reasonable care to ensure their own safety and not affect the safety of others.
* Engage in the consultation process and take part in programs to improve safety.
* Identify hazards, report workplace incidents/injury/near miss as soon as practicable.

# Selection Criteria

# Essential:

The role of the Assistant Principal Religious Education/Religious Education Co-ordinator is a specific ministry within the faith community of the school. In this essential ministry the Assistant Principal Religious Education is called to be a person who:

* is a person of integrity who, has a personal relationship with and commitment to Christ and a just engagement with the world.
* is committed to the Catholic faith, an active member of a Catholic Eucharistic community and is free from any impediment to full acceptance by the church and the school community
* works with staff to build a collaborative learning culture that infuses the religious dimension across the curriculum
* is creative and visionary in working for a fuller response and participation in the way of faith, celebration and witness
* is abreast of the latest research and developments in faith development, spirituality, pedagogy, curriculum, assessment and student wellbeing.
* demonstrates the ability to work in close collaboration with other Leadership Team members to form an effective team
* is effective in communication with the school and wider community
* ensures that the school operates as part of the Diocesan community of Catholic schools by implementing all relevant policies and directives from the Director of Catholic Education and/or others authorised on his behalf.

# Desirable:

* Can show evidence of educational, pastoral, theological and managerial aspects of school leadership (essential for APRE).

# Qualifications required:

* Has completed a minimum four year tertiary qualification, including formal studies in Religious Education or Theology