ROLE DESCRIPTION
RELIGIOUS EDUCATION COORDINATOR

LEADERSHIP
The Religious Education Coordinator (REC) will be an outstanding educator who will provide exemplary Christian leadership in the College community and specifically in the Religious Education Learning Area. They will be a member of the College Extended Leadership Team.

Leadership at Holy Cross College is guided by the following key documents:
- Bishops of WA Mandate for Catholic Schools
- College Vision and Mission
- Leadership Framework for Catholic Schools
- AITSL Standards for Teachers and School Leaders
- College Vision for Learning

These frameworks provide an integrated model for excellence in school leadership.

While the role of the Religious Education Coordinator will extend across the four Pillars of the College’s LIFE Curriculum, they will play a key role in the Learning Pillar and will work closely with the Deputy Principal - Learning and the Ministry Coordinator. The REC will lead a team of teachers (Years 7 – 12) and will work closely with the Junior School Cluster Coordinators to achieve continuity of Learning across the College as well as working closely with Religious Education Teachers in Middle and Senior Schools.

In addition to their specific leadership responsibilities the Religious Education Coordinator must fulfil the duties of teaching staff. The role description for this position needs to be read in conjunction with the Role Description for Teachers.

Learning
The Religious Education Coordinator will:
- play a leadership role in promoting a Catholic values perspective across all areas of the curriculum
- coordinate student learning experiences (including programme and assessment) in the Religious Education Learning Area
- encourage staff to use contemporary pedagogies to enhance Religious Education learning experiences
- oversee academic progress of students in Religious Education
- facilitate opportunities for the members of the College community to understand rituals and practices which reflect Catholic faith and values
- be an outstanding educator who plays a leadership role on the implementation of the College’s Vision for Learning
- support other staff with the integration of Religious Education with other learning areas

Inter-relationships
The Religious Education Coordinator will:
- actively engage in the pastoral care of students
- play a leadership role in fostering high quality relationships with students and ensuring that each student is treated as a whole person with individual needs
- promote opportunities for faith formation for parents
- work closely with the Parish community
- reach out, in appropriate ways, to the wider community
• participate in induction, mentoring and appraisal processes for staff
• work closely with and supervised Religious Education teachers

Faith
The Religious Education Coordinator will:
• participate actively in the life of the Catholic Church
• live and act in a way that respects the beliefs and practices of the Catholic community
• play a leadership role in promoting the Gospel value of the value and dignity of each person in relationships with students, parents and staff
• play a leadership role in supporting and promoting the objectives and ethos of Catholic Education and the Vision and Mission of the College
• provide leadership in the religious life of the school and in the spiritual development of students
• coordinate the sacramental, liturgical and prayer life of the College
• support the Ministry Coordinator and other staff in the planning of the sacramental, liturgical and prayer life of the College
• promote and support strong and meaningful connection with St Helena’s Parish and other local parishes
• perform a leadership role in the development and implementation of the College’s Evangelisation Plan

Enrichment
The Religious Education Coordinator will:
• perform a leadership role in the College Professional Learning Community
• perform a leadership role in the delivery of Faith Story and Witness
• perform a leadership role in Quality Catholic Schooling processes and in strategic planning
• manage the Religious Education resources
• be members of College committees, as required
• actively engage in personal, spiritual and professional development
• carry out other duties, as required by the Principal

FUTURE FOCUS
*Developing visionary young people who embrace their changing world with confidence and optimism*

The Careers & Transition Coordinator will:
• clearly understand the Vision for the College and adopt it as part of daily practices and in the development of policies and procedures for student pathways
• explore and model the use of emerging technologies for teaching, learning, research, creative inquiry and information management
• develop, implement and evaluate pedagogical improvement strategies, including teacher mentoring programmes which maximise the opportunities for the engagement and challenge of students whilst maximising possible achievement
• motivate and work with others to foster creativity, innovation and the use of appropriate technologies in order to achieve excellence
• lead and facilitate innovation and change
• demonstrate a personal commitment to continuous improvement using problem solving, and creative thinking
• carry out other duties as required by the Principal