

Leadership in Catholic schools is the shared responsibility of the Executive Team which usually consists of the Principal, the Assistant Principal and the Religious Education Coordinator.

The leaders of each school are responsible for the "Catholic life and culture of the school, central to which is the on-going faith and spiritual development of teachers and students".

In addition to teaching duties, the **Religious Education Coordinator** exercises:

- Religious Leadership in the implementation of the Religious Education curriculum and developing of the Catholic life of the school;
- Leadership for Learning in developing policy, programs and pedagogies in Religious Education that enhance outcomes for students;
- Human Resources Leadership in support of workplace related processes;
- Strategic Leadership in implementing the school's Strategic Leadership and Management Cycle and the School Review and Improvement Process;
- Organisational Leadership to support effective and efficient administration of the school;
- Personal Dimensions of Leadership by the development of relationships and community.

These responsibilities require people with special qualities and skills. How do we find such people?

An Invitation

The position of Religious Education Coordinator is most significant in the life of Catholic schools. This role helps to enhance education within the evangelising mission of the Catholic Church

Every teacher is invited to reflect on his/her potential to undertake the role of Religious Education Coordinator as a particular expression of commitment to teaching in Catholic Schools

THE SELECTION PROCESS

The CEO, Sydney has developed a rigorous selection process, which normally includes participation by the local community, to ensure that the best people are chosen to be Religious Education Coordinators in Catholic Schools.

Advertising

Vacancies are generally advertised in the 'Sydney Morning Herald', the 'Catholic Weekly', SAO, HR Online, Teachers on Net and through notices sent to schools.

Application

Applicants submit an application which includes the names of four referees, one of whom must be the Parish Priest of the parish where they regularly worship.

General Short-listing

Applications are initially assessed by a General Short-listing Panel to ensure that the Essential Criteria have been met

Short-listing

A short-list of applicants, based on the published criteria, is drawn up prior to interview.

Interview Panel

The interview panel normally includes the Regional Consultant (Chairperson), Principal, Parish Priest, Nominee of the Director of RE & Evangelisation, Member of the school's Leadership Team, and a parent.

Interviews

Interviews are usually held at the Regional Catholic Education Office. After interviews, recommendations are made to the Executive Director of Catholic Schools.

Decision

Having received the advice of the panel members, the Executive Director of Catholic Schools may decide to appoint the recommended applicant; to seek further information about an applicant; or to re-advertise the position.

Announcement

The appointment of a Religious Education Coordinator is announced to the school community by the Principal.

THE PARENT REPRESENTATIVE

The parent panel member is usually a significant parent member of the local school community.

The person selected as parent representative must meet the following criteria:

- he/she has one or more children in a Catholic school.
- he/she is involved in the life of the school
- he/she has no connection with any applicant.
- he/she identifies with the mission of the Church in Catholic schools.
- he/she has the time to undertake preparation and attend the panel briefing and selection interviews.
- he/she is a person of discretion and confidentiality.
- he/she has the ability to participate in and make a meaningful contribution to the process.

CONTRACTS

Religious Education Coordinators in Archdiocesan Catholic schools are appointed initially for a two-year period, followed by a three-year appointment. They are responsible to the Executive Director of Catholic Schools through their Principals.

Essential Criteria For Selection

Qualifications and Experience

- A Catholic with an appreciation of and active commitment to Catholic life and practice.
- Four year trained classification.
- Accreditation to teach Religious Education
- In general, at least five years experience in teaching Religious Education.
- Credible academic strength in the field of Religious Education appropriate to the position of RE coordinator.

Religious Leadership

- A commitment to and ability to articulate an understanding of the Catholic tradition and its contemporary expression.
- A demonstrated knowledge of and ability to assist in promoting the Catholic life of the school and the Religious Education program.
- A capacity to develop and enhance school/parish relationships and school/family links in relation to faith development.

Leadership for Learning

- Credibility as an effective classroom teacher.
- Familiarity with Religious Education curriculum documents and demonstrated ability to reflect the spirit of these documents in classroom practice.
- Capacity to lead staff in the implementation of these curriculum documents.

Human Resources Leadership

- Capacity to lead and develop staff at individual and whole school level.

Strategic Leadership

- Capacity to contribute to the development and systemic implementation of the school's Strategic Leadership Management Plan.

Organisational Leadership

- Effective management skills.
- Effective skills in information communications and technology.

Personal Dimensions of Leadership

- Demonstrated ability to successfully engage in the personal dimensions of leadership.
- Proven ability to work co-operatively as an effective team member.
- Capacity to learn and commitment to continuing development.

INVITATION OR SECONDMENT

In order to serve the best interests of a school or the system, the Executive Director of Catholic Schools may, in specific circumstances, appoint a Religious Education Coordinator by invitation or secondment.

The CEO, Sydney will continue to support parish and regional schools in their endeavours to provide the best possible education for the children in our schools.

Further information may be obtained from the Principal, the school's Regional Consultant, or the Human Resources Team at the CEO, Leichhardt.



Dr Dan White
EXECUTIVE DIRECTOR OF CATHOLIC SCHOOLS

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Catholic Education Office, Sydney
38 Renwick Street, PO Box 217,
Leichhardt, NSW 2040
Tel: (02) 9569 6111 Fax: (02) 9550 0052
<http://ceosyd.catholic.edu.au>

The Selection of Religious Education Coordinators for Catholic Schools in the Archdiocese of Sydney



Catholic Education Office, Sydney