



St Mary MacKillop College Swan Hill

ROLE DESCRIPTION

<u>POSITION TITLE:</u>	Curriculum Leader Religious Education
<u>REPORT TO:</u>	Principal, Deputy Principal Teaching and Learning
<u>TENURE:</u>	2026 – 2027
<u>POL:</u>	2
<u>TIME ALLOWANCE:</u>	5 hours per cycle

The Curriculum Leader Religious Education is responsible for the coordination of high-quality teaching and learning practices that ensure the Religious Education Domain is contemporary, relevant and innovative and that it maintains high standards and expectations of all students.

Leadership

Curriculum Leaders collaborate with the Deputy Principal Teaching and Learning, with regards to the specific responsibilities in relation to the development, maintenance and monitoring of high-quality teaching and learning practices within their learning area.

Curriculum Leaders are members of the College Curriculum Team, providing vision to relevant staff and work to promote the curriculum area within the College.

Curriculum Leaders remain current with the requirements of the Australian Curriculum, Assessment and Reporting Authority (ACARA), the Victorian Curriculum and Assessment Authority (VCAA) and the Catholic Education Ballarat (CEB) Awakenings Curriculum. They take an active role in remaining up-to-date with best practice in their Learning Area and to model exemplary teaching and learning practices with an optimistic outlook and forward thinking planning.

Curriculum Leaders actively promote and maintain the College's vision and mission statement within the Josephite tradition and Catholic identity of the College.

Major Duties and Responsibilities

Leadership

To effectively and efficiently:

- Develop and promote the value and importance of the study of Religious Education in our college.
- Manage and lead the domain in ways that respect and use the professional experience and expertise of its members and inspire their own professional practice and learning.
- Create curriculum area strategies in line with the whole school vision and development e.g. Annual Action Plan and Strategic Plan as well as in line with the Bishop's wishes of using the Awakenings Curriculum 7-12.
- Support the ethos, philosophy and rules of the College.

- Model best practice and lead teachers to motivate and engage their students in the Religious Education curriculum.
- Support the members of the Domain with clear goals from Awakenings and shared resources.
- In collaboration with the Deputy Principal Teaching and Learning, participate in data analysis of VCE subjects within the curriculum area with a view to future improvement.
- Cultivate suitable enrichment opportunities for teachers and students of Religious Education.

Curriculum

To effectively and efficiently

- Monitor the Religious Education Domain (Years 7 to 12) and provide teachers with up-to-date information in the relevant specialist trends in the area of Education.
- In collaboration with the Deputy Principal Teaching and Learning, explore and innovate curriculum additions and/or changes on a regular basis.
- Meet regularly with the Deputy Principal Teaching and Learning in order to explore staffing requirements, innovative curriculum additions and/or changes, and share with the Principal when appropriate.
- Keep up to date knowledge of changes to subject area requirements, including Awakenings Curriculum, Victorian Curriculum, VCE and VET and the College's Literacy requirements, and share with all members of the Religious Education domain.
- Ensure that work set reflects the academic expectations set by the school, particularly in relation to literacy.
- Ensure that teachers of Religious Education at all year levels produce and deliver a supportive and inclusive curriculum suited to the needs of all students at all times.
- Collaboratively manage the development of learning materials and encourage and facilitate the sharing of professional reading and resources.
- Ensure assessment and moderation practices are clearly articulated to all teachers of Religious Education and consistent with the College's philosophy and policies.
- Facilitate the discussion, documentation and promotion of the aims, objectives and outcomes for the Religious Education domain and ensure that teachers of Religious Education are working towards it in a collegial fashion.
- Keep the Director of Faith and Mission, Deputy Principal Teaching and Learning, Principal, and any other interested parties, updated on all relevant aspects of the curriculum area.
- Provide adequate professional and technical support for Religious Education teachers in regards to the implementation of the Awakenings and Shared Christian Praxis.
- Assist teachers to implement strategies that demonstrate an understanding of the impact of culture, cultural identity and linguistic background on the education of students from Aboriginal and Torres Strait Islander backgrounds.

Students

To effectively and efficiently:

- Support teachers of Religious Education (Years 7-12) as they plan, develop, document and deliver lessons that ensure the individual student's learning needs are addressed in the classroom - such as EAL/D students, and students with diagnosed learning difficulties.
- Emphasise and celebrate students' success as a domain and across the College.

- Oversee the organisation of incursions and excursions for students of Religious Education (Years 7-12). Ensure all risk assessments and Simon Everywhere communications relevant to these events are completed in a timely manner.
- Promote student experiences, scholarships and competitions across each of the year levels within the Religious Education domain.
- Encourage the development of extracurricular activities for students interested in Religious Education.

Staff

To effectively and efficiently:

- Ensure that all Religious Education teaching staff are fully aware of the curriculum area aims, objectives and outcomes and are committed to the development of Religious Education across the College in keeping with the College's curriculum expectations.
- Encourage and provide for the professional development needs for teachers of Religious Education and to share their learning with the domain or school upon their return.
- Promote and encourage the individual expertise of teachers of Religious Education and provide time for the sharing of individual skills and knowledge.
- Source resources to assist teachers to teach with an understanding of and respect for Aboriginal and Torres Strait Islander histories, cultures and languages.
- Support teachers with regards to their performance and provide constructive feedback where necessary. Report unresolved issues to the Deputy Principal Teaching and Learning for further follow up.
- Engage in classroom observations when required.
- Actively participate in the selection of new staff for the curriculum area.
- Ensure induction for new staff is well planned, timely and supportive.

Administration

To effectively and efficiently:

- Prepare and administer an annual domain budget.
- Plan and prepare for replacement or inclusion of capital items long term.
- Oversee the Religious Education curriculum area resources, including booklist items, for each year level.
- Ensure handbooks accurately outline courses offered by the curriculum area (Year 7 - 12).
- Subscribe to appropriate journals and associations and encourage teachers to share their opinions about their professional reading.
- Establish and develop a visually appealing curriculum area celebrating individual student successes and demonstrating pride.
- Maintain and provide class resources for the Religious Education domain.
- Set agenda, chair and/or attend relevant meetings and functions.
- Plan for and represent the College at Open Day, Subject Expo and Information Evenings, including coordinating attendance of Religious Education domain members.

Subject Specific Items

- In collaboration with the Director of Faith and Mission and Faith in Action Leader support the planning and content of Retreats and Reflection Days (Years 7 - 12).

- When appropriate represent the College at Religious Education Coordinators meetings and conferences, organised by Catholic Education Ballarat or other networks
- Teach Religious Education classes as deemed necessary.

Committee Affiliation

The Curriculum Leader Religious Education will attend:

- Religious Education Domain Meetings (Lead)
- Curriculum Committee meetings
- Teaching and Learning Staff meetings
- Faith and Mission Committee
- Staff Meetings
- Staff Briefing
- Friday morning Chapel

Other Duties

To undertake other duties as designated by the Principal.

Child Safety

Consistent with our mission as a Catholic school, the St Mary MacKillop College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students.

All staff must:

- Adhere to Child Safety legislation and College requirements.
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured.
- Be familiar with and comply with the DOBCEL and St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Health and Safety

All staff are expected to:

- Adhere to, and implement, safe work practices and procedures in accordance with the St Mary MacKillop College policies.
- Work safely and report any hazards in accordance with school procedures.
- Monitor and take full care of the health and safety of others.
- Participate when required in the resolution of safety issues.