



RELIGIOUS EDUCATION CO-ORDINATOR – POL 3

ROLE DESCRIPTION

The Religious Education Coordinator's main role is to administer the Religious Education curriculum at Monivae College and to help maintain a strong MSC and Catholic culture throughout the Monivae community.

The Religious Education Coordinator is a member of the Ministry Team (or its equivalent), and the Faculty Leaders team. The Religious Education Coordinator is responsible to the Principal through the Director of Studies and the Director of Faith and Mission.

This role description is to be read in conjunction with the role description of the Faculty Leader.

This position carries a time release of 8 x 50 minute periods each fortnight.

Note: Relocation expenses will be considered for the successful applicant.

SPECIFIC DUTIES

1. Take responsibility for the Monivae College Religious Education Syllabus by:
 - Ensuring that all Religious Education courses are designed in accordance with the guidelines of the Ballarat Diocese, the MSC ethos of the College and the VCE study designs.
 - Ensuring there are suitable resources for the teaching of each unit of study
 - Leading the Religious Education Faculty in the development of the RE program.
2. Assist the Director of Faith and Mission in preparing liturgical celebrations, planning annual retreats and staff development as required.
3. Take responsibility for the preparation and administration of the Religious Education budget. The process of budget preparation should involve detailed consultation with the Religious Education staff.
4. Liaise with the Religious Education Centre of the Ballarat CEO.
5. Be an active member of the Ministry Team (or its equivalent)
6. Support RE teachers in their role through fostering a spirit of collaboration.
7. Promote and assist staff in gaining RE accreditation.

8. Liaise with the clergy and pastoral associates regarding their involvement in the Religious Education program of the school.
9. Be a member of the Charities Committee overseeing all charitable requests and fundraising activities conducted by the College
10. Ensure that all students enrolled, and any child visiting, have a right to feel safe and be safe. The wellbeing of children in your care will always be your first priority and will have a zero tolerance to child abuse.
11. Assume other duties as agreed with the Principal.