

Religious Education Coordinator R-6



**LORETO
COLLEGE**

Marryatville, South Australia

www.loreto.sa.edu.au

Role:	Religious Education Coordinator R-6
Position:	Teacher Reception – Year 6
Terms:	Permanent part-time (0.4 FTE)
Position of Responsibility:	POR 1
Tenure:	2½ year tenure for Religious Education Coordinator R-6 2025 – 2027
Commencement Date:	21 July 2025 or as negotiated
Time Allocation:	0.4 FTE time release
Responsible to:	Assistant Principal: Mission and Identity

About Loreto

The Mission Statement for Loreto Schools of Australia states:

A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.

It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.

This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.

Position Overview

The Religious Education Coordinator R-6 is expected to work collaboratively as a member of the Mission and Identity Team to promote and develop a rich liturgical and prayer life within the College community.

The Religious Education Coordinator R-6 is responsible for ensuring that a consistent approach to teaching and learning is applied across year levels and will mentor others in order to ensure authentic collaboration is demonstrated.

The Religious Education Coordinator R-6 is responsible for the following:

Key Responsibilities and Expectations

- Manage the Religious Education curriculum and resourcing.
- Coordinate and support teacher planning using the Crossways and MITIOG curriculum.
- Ensure that reporting of Religious Education is consistent with Crossways domains and standards.
- Ensure that high quality teaching, learning and assessment is derived from clear learning intentions with students enabled to achieve the highest standards.
- Support teachers to implement contemporary and engaging pedagogical approaches in teaching Religious Education.
- Implement social justice initiatives into the Religious Education curriculum.
- Promote and ensure authentic prayer experiences for staff and students.
- Lead the sacramental program in liaison with St Ignatius Parish.
- Assist in the preparation and celebration of R-6 liturgies and community Masses.
- Work with Social Justice Leaders and Liturgy leaders R-6 in leading school events
- Engage in professional learning opportunities or associations in Religious Education.
- Support the Assistant Principal: Mission and Identity to nurture the Loreto charism and identity throughout the Junior School
- Demonstrate commitment to your own ongoing professional learning.

Mission, Ethos and Ethics

- Know, accept, embody, and actively develop the Loreto mission and values.
- Demonstrate a clear understanding of, and commitment to, the Loreto charism of Mary Ward.
- Fully support and participate in the Catholic ethos of the College, including staff and student prayer, retreats, social justice activities, and voluntary service.
- Role model Christian values in all interactions with students, staff, parents, and the wider community.
- Maintain confidentiality and uphold high professional standards at all times.
- Publicly support College policy initiatives and strategic plans, both internally and externally.
- Support and uphold the College's policies and procedures, including the *Safeguarding Children and Young People Code of Conduct*.
- Responsibly manage information and communication in accordance with College policies, including the *Privacy Policy* and *Responsible Use of Technology Policy*.
- Undertake tasks involving the creation, collection, use, disclosure, duplication, and disposal of information with integrity and compliance.

Person Specification – Essential Criteria

Knowledge and Skills Required

- Demonstrated personal commitment to the teachings of the Catholic Faith and able to lead a Junior School as a faith filled community
- Exemplary teaching practices, with proven classroom management practices
- Comprehensive knowledge of current educational issues, curriculum frameworks and national standards as they apply to primary schooling
- Demonstrated ability to address students' varying intellectual, emotional and physical abilities in teaching practice and pedagogy

Personal Qualities

- Excellent communication skills, both written and verbal, that can be used effectively with staff, students and parents
- Demonstrated planning, organisation and time management skills
- Excellent interpersonal skills underpinned by the Loreto values
- Willingness to contribute to the co-curricula program

Essential Qualifications

- Relevant tertiary qualifications and/or experience related to the teaching responsibility required by the position
- Be registered to teach in South Australia and hold a current South Australian Teacher's Registration Board Certificate

Work Health and Safety

Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury and pain or discomfort following a work related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

Reference: Catholic Safety, Health Welfare South Australian, (12) v1

Annual Review

An Annual Review is undertaken with your line manager to provide feedback and discussion for professional growth.

APPROVAL

Job Description Approved

.....
Print Name

.....
Signature Principal or Delegate

.....
Date

.....
Print Name

.....
Signature Staff Member

.....
Date

June 2025

Applications

Applications for the position of permanent part-time Religious Education Coordinator R-6 should be addressed to:

Ms Kylie McCullah
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

Terms and Conditions

- Relevant tertiary qualifications and/or experience related to the teaching responsibilities required by the position.
- All applicants must be registered to teach in South Australia and hold a current South Australian Teacher's Registration Board certificate.
- All applicants will be required to undergo a Working with Children check and complete the Responding to Risk of Harm, Abuse and Neglect- Education and Care training and First Aid training. Please attach any relevant certificates to your application.

Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details (including email address) of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

Closing Date

Applications close at 4.00 pm on Friday, 13 June 2025