



**RELIGIOUS EDUCATION COORDINATOR
PRIMARY SCHOOL
ROLE DESCRIPTION
UPDATED OCTOBER 2009**

CORE RESPONSIBILITY: VISION AND MISSION

The Religious Education Coordinator of the Primary School assists the leader of the College community on the Primary campus. As a leader in a College in the Dominican tradition, the Religious Education Coordinator has responsibility to foster, promote and develop the Vision and Mission of the College and its K-12 identity, and to ensure that the Dominican charism flourishes.

The Religious Education Coordinator of the Primary School is accountable to Head of Primary for the shared leadership of the Primary School, focusing upon internal and external issues which impact upon the realization of the educational and religious goals to which the College Mission Statement gives expression. The Religious Education Coordinator of the Primary School supports the strategic intent of a K-12 continuum of learning.

The Religious Education Coordinator of the Primary School works to build the Primary School community of students, staff and parents, united in the achievement of a distinctly Christian, Catholic education expressed in a love of learning, together with those values, attitudes and skills which will enable them to live their lives in the full expression of human dignity and personal well-being.

KEY DIMENSIONS OF LEADERSHIP AND ASSOCIATED AREAS OF RESPONSIBILITY

DIMENSIONS OF LEADERSHIP	AREAS OF RESPONSIBILITY
<p>1. RELIGIOUS LEADERSHIP</p>	<p>In working collaboratively with the Head of Primary, the Religious Education Coordinator will:</p> <ol style="list-style-type: none"> 1. Promotes and develops the identity of the Primary School as a Catholic/Christian place of learning, committed to the values of the Gospel. 2. Promote and support the growth of the heritage and culture of the Dominican Sisters so that it is kept alive by the telling of the story and the exploring of new ways to keep the charism relevant and challenging. 3. In collaboration with the Primary Leadership Team ensures that the Primary Religious Education programmes reflect the Vision and Mission and are taught by appropriately qualified personnel. 4. Facilitates the implementation of College policy in relation to professional learning in Religious Education. 5. Nurtures commitment to social justice initiatives. 6. Models and encourages commitment to a personal journey of faith. 7a. Provides opportunities for the spiritual development of students, staff and the wider College community. 7b. Provides leadership on the Primary Campus in Liturgical and prayer life and other spiritual opportunities, including camps. 8. Encourages and contributes to the liturgical and prayer life of the College, in a K-Year 12 content 9. Fosters relationships with the wider Church community and with systemic and other Catholic schools. 9a. Models commitment to ongoing personal and professional learning, and networks with, relevant professional bodies. 10. Supports structures which encourage professional dialogue in Religious Education. 11. Shares leadership in developing and implementing priorities for professional development in the primary school and develop annual plan for development in Religious Education. 12. Collaborates in the development of Professional Learning programs K-12 to address campus and College priorities in Religious Education. 13. Facilitates and supports professional learning teams particularly. 14. Facilitates professional dialogue related to individual and campus priorities.

DIMENSIONS OF LEADERSHIP	AREAS OF RESPONSIBILITY
<p>2. EDUCATIONAL LEADERSHIP</p>	<ol style="list-style-type: none"> 1. Articulates on educational philosophy and vision, consistent with the Vision and Mission of the College. 2. Develops, implements and monitors learning guidelines and programmes in Religious Education which reflect the philosophy, values and vision of the Mission Statement across K-6. 3. Demonstrates awareness of trends and issues in Religious Education and an understanding of contemporary pedagogy. 4a. In collaboration with Primary School Leadership Team, utilises futuristic thinking, linking Religious Education curriculum development with an inspiring vision of a preferred future. 4b. Ensures regular communications with the Head of Primary and Head of Middle School in relation to Religious Education programs and practices. 5. Facilitate professional learning to enable best practice in primary schooling, particularly with a focus on the Religious Education curriculum. 6. Promotes and implements processes designed to create a positive learning environment through the systematic development, implementation and critical review of a comprehensive Religious Education curriculum (K-6). 7a. Develops and implements a systematic review process for all Religious Education Teachers. 7b. Actively engages with students and teachers in the learning experience, by participating in the curriculum and the co-curricular life of the school. 8. Provides shared leadership in support of the development of the K-12 continuum of learning with particular emphasis on liaison with the Middle School. 9. Models commitment to ongoing personal and professional learning, and networks with, relevant professional bodies. 10. Supports structures which encourage professional dialogue in Religious Education. 11. Shares leadership in developing and implementing priorities for professional development in the primary school and develop annual plan for development in Religious Education. 12. Collaborates in the development of Professional Learning programs K-12 to address campus and College priorities in Religious Education. 13. Facilitates and supports professional learning teams particularly. 14. Facilitates professional dialogue related to individual and campus priorities. 15. Is accountable to the Head of Primary for student learning K-5 in Religious Education 16. Models professional learning opportunities that reflect contemporary best practice in adult learning

DIMENSIONS OF LEADERSHIP	AREAS OF RESPONSIBILITY
3. COMMUNITY LEADERSHIP	<p>1b. Facilitate effective channels of communication with students, staff and parents.</p> <p>2. Contribute to work to building a community where the educational needs of students, the partnership with parents and the professional environment of each staff member are supported.</p> <p>3a. Contribute to building a culture of hospitality where parents and visitors are made welcome and community events and achievements are celebrated.</p> <p>4. Model effective interpersonal skills, including the skills of effective listening, conflict resolution, negotiation, mediation, assertiveness and constructive confrontation.</p> <p>5. Contributes to the development of systems which affirm and challenge teachers.</p> <p>6. Implement strategies and initiatives which enhance K-12 continuity.</p> <p>7. Contributes to a range of K-12 committees, teams and taskforces, as required to contribute a primary perspective in the development of the preferred future.</p>

DIMENSIONS OF LEADERSHIP	AREAS OF RESPONSIBILITY
4. STRATEGIC LEADERSHIP	<p>In working collaboratively with the Head of Primary, in exercising Strategic Leadership, the Religious Education Coordinator will:</p> <p>1. Contribute to building a culture of collaborative leadership.</p> <p>2. Contributes to the strategic thinking of the Primary Leadership Team and the College.</p> <p>3. Contributes to College teams and committees in ways which further the strategic direction of the College.</p> <p>4. Collaboratively develops programmes and structures which facilitate Professional Learning opportunities in the Religious Education area.</p> <p>5. Contributes to the induction programme for the primary school staff.</p> <p>6. Meets regularly with class teachers.</p> <p>7. Effectively communicates and works collaboratively with the Dominican Sisters.</p> <p>8. Promotes the College within the context of its Mission.</p> <p>9. Fosters the development of leadership skills in students and staff in the Primary School.</p> <p>10. Contribute to advocating the primary perspective within the College and with strategic planning development and thinking.</p> <p>11. Maintains processes that facilitate regular communication and feedback with staff at a group and individual level.</p> <p>12. Contributes to the wider educational community through networking, active membership of professional organisations.</p>

DIMENSIONS OF LEADERSHIP	AREAS OF RESPONSIBILITY
<p>5. ORGANISATIONAL LEADERSHIP</p>	<p>In working collaboratively with the Head of Primary, in exercising Organisational Leadership, the Religious Education Coordinator will:</p> <ol style="list-style-type: none"> 1. Contributes to the sound management and administration of the Primary School and promotes the effective use of information and communication technology systems. 2. Is accountable to the Head of Primary for all delegated authority in Leadership. 3. Consults with, and regularly informs the Head of Primary on matters which are important to the Primary School particular with Religious Education. 4. Ensures, that Religious Education programmes meet the requirements of the Board of Studies and are taught by appropriately qualified personnel. 5. In liaison with the College Principal monitors the Religious Education budget on the Primary Campus. 6. Develops, implements and monitors timetables related to Religious Education. 7. Supports the co-curricular programme. 8. Maintains Chapel. 9. Facilitate timely submission and preparation of required reports and documentation. 10. Manages Resources.