

Education Officer: Catholic Identity and Religious Education (F-12)

Permanent, full-time role based in historic Sion House in Warragul, a short walk from the Warragul Railway Station and a commutable distance from Melbourne. Flexible working arrangements, including working from home arrangements available.

- Join a not-for-profit organisation and meaningfully contribute to excellence in the education of children and young people.
- Extremely competitive base salary of \$108,160 per annum.
- Numerous other benefits, including salary packaging, flexible workplace and working from home arrangements.

About Us

Diocese of Sale Catholic Education Limited (**DOSCEL**) manages and operates 38 primary schools and 7 secondary schools in the Diocese of Sale. Catholic education in the Diocese is a vital expression of the mission of the Church. Our aim is to deliver the highest quality educational opportunities and outcomes for every student in every school in the Diocese.

At DOSCEL, you will enjoy a compassionate and supportive workplace, where you will be genuinely valued and respected as a person. With this and our friendly and collegial culture, you will feel a sense of real belonging, which will motivate you to perform your best work. The rewarding nature of the work and the opportunities for both personal and professional growth will ensure that you remain stimulated and engaged in your role.

About the Role

DOSCEL is seeking an Education Officer: Catholic Identity and Religious Education (F-12) who is passionate about working for continuous improvement in Catholic Identity in schools.

Reporting to the Director of Catholic Education through the Deputy Director and the Manager: Catholic Identity and Religious Education, as the Education Officer: Catholic Identity and Religious Education (F-12), you will contribute to: building and strengthening schools' Catholic Identity; the implementation of a high quality Religious Education Program; building the instructional capacity of principals and school leaders; and supporting schools in ensuring leaders and teachers are appropriately qualified and accredited.

About You

As the Education Officer: Catholic Identity and Religious Education (F-12), you will demonstrate the key selection criteria outlined in the Position Description, including but not limited to:

- A deep understanding of and commitment to Catholic Education as a mission of the Catholic Church in Australia.
- A commitment to and understanding of child protection and child safety issues in schools.
- Expert knowledge in the area of Catholic Identity and Religious Education.
- Advanced skills in the development and application of innovative Religious Education learning and teaching strategies.
- The ability to facilitate professional learning in the areas of Catholic Identity and Religious Education.
- A highly developed capacity to work with leadership to support schools to identify and address areas for improvement in the context of Catholic Identity and Religious Education.
- The ability to analyse and interpret Enhancing Catholic School Identity (ECSI) data sets that may support school improvement and strategic planning.
- Well-developed interpersonal and communication skills with the ability to work effectively in a team environment.

How to Apply

For further information regarding this exciting opportunity, please forward your queries to Industrial Relations/Human Resources via email hr@doscel.catholic.edu.au

For a copy of the position description and to apply, please visit <https://www.ceosale.catholic.edu.au/work-with-us/positions-vacant>. Applications must include a completed Cover Letter, Application Form, current resume and response to the key selection criteria outlined in the position description.

Applications close on Wednesday 20 October 2021 at 4.00 pm.

DOSCEL is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people.

DOSCEL is a child safe organisation. We require successful applicants to obtain and maintain satisfactory National Police Certificates and Employee Working with Children Checks or Victorian Institute of Teaching registrations.



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POSITION DESCRIPTION	
Education Officer: Catholic Identity and Religious Education (F-12)	
Purpose of Position	The purpose of the role is to support schools in building and strengthening their Catholic Identity, build the instructional capacity of principals and school leaders and support schools in ensuring leaders and teachers are qualified and accredited.
Staff Group	Catholic Identity, Leadership, Learning and Teaching (CILLT)
Reporting To	The Director of Catholic Education through the Deputy Director: CILLT.
Location	Diocese of Sale Catholic Education Limited (DOSCEL) Secretariat is located at Sion House, 6 Witton Street, Warragul.
Classification	Education Officer
Salary and Benefits	<ul style="list-style-type: none"> The salary will be in the range of \$108,160 to \$126,695. Four weeks' Annual Leave is provided, with Purchased Leave options for additional leave. Flexible workplace, working from home and salary packaging arrangements are available to staff of DOSCEL Secretariat.
Commencement Date	28 January 2022
Employment Conditions	<ul style="list-style-type: none"> Full-time and ongoing. Working hours are Monday to Friday 8.30 am to 5.00 pm. The successful applicant will: <ul style="list-style-type: none"> hold Victorian Institute of Teaching registration be fully vaccinated against coronavirus (COVID-19), having received two doses of a COVID-19 vaccine, unless a medical exemption applies. This is in accordance with the Chief Health Officer's COVID-19 Mandatory Vaccination Directions pursuant to section 200(1)(d) of the <i>Public Health and Wellbeing Act 2008</i> (Vic.)". <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
Qualifications and Experience	<ul style="list-style-type: none"> Tertiary Qualifications in Education. Accreditation to teach Religious Education or Lead in a Catholic School. Post-graduate or further qualifications in Catholic Identity and/or Religious Education. Experience as a Religious Education Leader in a school setting. A current Victorian Driver Licence is required as a component of travel is required in this role.

POSITION DESCRIPTION

Education Officer: Catholic Identity and Religious Education (F-12)

Key Selection Criteria

The successful applicant will be required to demonstrate:

- A deep understanding of and commitment to Catholic Education as a mission of the Catholic Church in Australia.
- A commitment to and understanding of child protection and child safety issues in schools.
- Expert knowledge in the area of Catholic Identity and Religious Education.
- Advanced skills in the development and application of innovative Religious Education learning and teaching strategies.
- The ability to facilitate professional learning in the areas of Catholic Identity and Religious Education.
- A highly developed capacity to work with leadership to support schools to identify and address areas for improvement in the context of Catholic Identity and Religious Education.
- The ability to analyse and interpret Enhancing Catholic School Identity (ECSI) data sets that may support school improvement and strategic planning.
- Well-developed interpersonal and communication skills with the ability to work effectively in a team environment.

Duties

- Build the capacity of school leaders to:
 - independently engage with ECSI data and set appropriate goals for school improvement
 - analyse and interpret Religious Education and Catholic Identity data sources to build Recontextualising Dialogue schools
 - ensure expert teacher practice in the implementation of the Diocesan Religious Education curriculum, *To Live in Christ Jesus*.
- Support school leaders to:
 - develop and continuously evaluate a Whole School Plan for Learning Entitlement in Religious Education, using various modes of coaching
 - ensure all classroom Religious Education resourcing decisions are underpinned by a strong and measurable evidence base.
- Ensure that the Diocesan Religious Education curriculum, *To Live in Christ Jesus*, and the Sexuality Education in the Catholic School resources are implemented and embedded in Diocesan schools.
- Ensure that ECSI instruments are an integral part of the Catholic School Review process in schools.
- Provide expert advice to school leaders to identify targets for improvement and to inform school improvement plans and initiatives using ECSI data.
- Develop, present and support accreditation pathways and modules for teachers and leaders.
- Contribute to the building of a collaborative work environment within the DOSCEL Secretariat and within Diocesan schools to align the work of all stakeholders to service the DOSCEL Strategic Plan, incorporating the CILLT Strategy.
- Work collegially with DOSCEL personnel to service Annual Implementation Plans.
- Plan, lead and support significant Diocesan liturgical celebrations.
- Provide appropriate and timely reports as required.
- Other duties as directed by the Director of Catholic Education; Deputy Director: CILLT; and Manager: Catholic Identity and Religious Education.

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