



DIOCESE OF WOLLONGONG

CATHOLIC EDUCATION OFFICE

Catholic Church Offices
86-88 Market Street
Wollongong NSW 2500
(LMB 8802 WOLLONGONG 2500)
Phone: +61 2 4253 0800
Fax: +61 2 4253 0808
www.ceo.woll.catholic.edu.au
info@ceowoll.catholic.edu.au
ABN 67 786 923 621

Dear Applicant,

Thank you for your enquiry regarding the position of Religious Education Coordinator.

Attached are the following:

- an Application for a Promotion Position for you to complete
- confidential report forms to be completed by your Parish Priest, current Principal/Employer, Head of Cluster/Area Administrator/Supervisor and other nominated referee together with accompanying letter
- criteria for Religious Education Coordinator selection for Catholic Systemic Schools
- Diocesan Role Description for Religious Education Coordinator.

For an overview of the school please check the school's website by following the links from the Catholic Education Office homepage.

Your application form and written response to the criteria must be returned to this office on or before the closing date for applications. The Referee Reports should also be returned by the closing date.

It is important to speak to each person who will be completing a report assuring them of the confidential nature of this report. As you are aware the report will be used to contribute significantly to the appointment process. It is necessary to inform them of the time frame for returning reports.

Thank you for your assistance in this matter. I wish you well in your application for this important leadership.

Yours sincerely,

Jane Comensoli
Head of Employee Services

JC/mc
Enc.

Application for a Promotion Position

Position Sought: _____

Personal Details

Name: _____

Date of Commencement in the Diocese: _____

Home Address: _____

Contact Details

Home Phone Number: _____

Mobile Phone Number: _____

E-mail: _____

Individual Qualifications and Experience Record

Date Commenced and Length of Time in Role	Location	Position Title and Responsibilities or Development Activity (eg working on Diocesan Committee for EEO) Description of Experience Obtained or Initiatives taken Within the Role

Personal and Professional Development

Development Action Taken in the Last Five Years	Describe How These Were Related to Your Development Needs and Interests

Key Achievements:

What would you consider to have been your key achievements in the last five years? You may have achievements outside of the work environment that you wish to note.

Strengths:

What is it that your Colleagues and Referees are likely to say are your strengths?

Development Needs

What is it that your Colleagues and Referees are likely to say are your development needs?

Completing this Application

To Complete this Application enclose a copy of your Curriculum Vitae and ensure that all referee reports are completed and returned.

Declaration

I have discussed this application with my Principal or with my Head of Cluster(as applicable).

Signature of Applicant _____ **Date** _____

Confidential Report From

Parish Priest

For members of Interview Panel only

FOR RELIGIOUS EDUCATION COORDINATOR POSITION

Name of Applicant:

School Applied for:

1.0 BACKGROUND INFORMATION

1.1 Name of Parish Priest:

Parish:

Address:

Phone Number: *(If further information is required)*

1.2 For how many years have you known the applicant?

2.0 PLEASE COMPLETE THE FOLLOWING

2.1 Applicant's commitment to Catholic faith and its practice

2.2 Applicant's participation in the parish

2.3 Are you aware of any obstacles that would prevent the applicant being appointed as a Religious Education Coordinator in the Diocese of Wollongong?

2.4 Any other comment

Signature: _____

Date: _____

Please return this form to:

*Mrs Jane Comensoli
Head of Employee Services
Catholic Education Office
LMB 8802
WOLLONGONG 2500*

*Phone (02) 4253 0800
Fax (02) 4253 0956*



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Re: Selection of Religious Education Coordinator

Assessment of Applicant

Dear Father,

I am writing to offer some guidelines in the completion of this significant task. In completing the attached form, you would be writing from the perspective of someone who knows the applicant and can give an objective assessment of his/her strengths and limitations.

The role of the referee is not an advocacy role, but rather the role of one representing the employer. This requires an objective presentation of your views about the applicant's ability to be effective in the position applied for.

I would ask that the pro-forma be returned to me as soon as possible.

Thank you for your attention to this matter. It is an important task because it provides input into the process of placing people into significant positions in the Diocese.

Yours sincerely,

Jane Comensoli
Head of Employee Services

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Confidential Report for the Position of

RELIGIOUS EDUCATION COORDINATOR

INFORMATION TO REFEREES

The referee report provides the nominated referee an opportunity to make relevant and confidential comments on the applicant in accordance with the criteria set for the position and the questions asked in the report.

The information in the report will be treated confidentially and used by the selection panel as one of the resources available to select the most appropriate applicant for the position. If a report is not received for the applicant, it may jeopardise the applicant's chance of being selected.

This referee report is available only to be used by the selection panel, and will not be transferred to any person/body without your consent.

The referee report will be destroyed appropriately within twelve months of the appointment.

We advise you to discuss your report with the applicant if there are serious concerns contained in your report.

Confidential Report From

- Head Of Cluster / Area Administrator / Supervisor
- Current Principal / Employer
- Nominated Referee

(Three referees required – 1 from each of the above)

For members of Interview Panel only

FOR RELIGIOUS EDUCATION COORDINATOR POSITION

Name of Applicant:

School Applied for:

1.0 BACKGROUND INFORMATION

1.1 In what capacity do you know the applicant?

1.2 For how many years have you known the applicant in a professional capacity?

1.3 Your name:

Your position:

***Phone number:**

(If further information is required)

2.0 SELECTION CRITERIA

2.1 The following statements have been taken from the Criteria for Religious Education Coordinator Selection for Catholic systemic schools in the Wollongong Diocese. Please tick the appropriate box in relation to how the applicant meets each criterion statement.

- Key:
- 1 - Outstanding
 - 2 - Strong
 - 3 - Satisfactory
 - 4 - Some Concern
 - 5 - Serious Concern
 - U - Unable to comment

Religious Leader	1	2	3	4	5	U
Commitment to the Church’s mission demonstrated by (a) regular worship (b) integration of faith in daily living						
Commitment to and ability to articulate the goals of Catholic Education within the mission of the Church						
Ability to articulate a personal vision of the spiritual dimension of the school						
A sound understanding of Church tradition, teaching and culture						
Experience in contributing to the development of a faith community of adults and students						
Commitment to the integration and transmission of gospel values through the curriculum						

Further Comment (optional).....

Educational Leader	1	2	3	4	5	U
Ability to articulate and implement a philosophy of Catholic Education						
Knowledge of current trends in Religious Education and experience in Religious Education curriculum development and evaluation						
Credibility as an effective classroom teacher						
Familiarity with Religious Education curriculum documents and an understanding of Diocesan and Board of Studies requirements						
Experience in teaching a range of age groupings						
Commitment to ongoing professional development						
Ability to motivate and develop others in educational practice						

Further Comment (optional).....

.....

.....

Community Leader	1	2	3	4	5	U
Demonstrated commitment to a collaborative leadership style						
Ability to develop and maintain school-parish links and school-family links in relation to Religious Education						
Demonstrated effective interpersonal skills						
Demonstrated potential to exercise a leadership role within the school community						
Ability to establish and develop effective care of students and staff						

Further comment (optional)

.....

.....

Administrative Leader	1	2	3	4	5	U
Demonstrated skills in (a) organisation (b) communication (c) time management (d) delegation (e) supervision						
Ability to maintain relevant and efficient records relating to the Religious Education program						
Capacity to work effectively as a member of the school leadership team						
Demonstrated willingness to work within and contribute to the Wollongong Diocesan school system						

Further comment (optional)

.....

.....

2.2 General comments on the criteria listed above (optional)

.....

.....

.....

3.0 Please provide further comments on:

3.1 Professional judgement

.....

.....

.....

3.2 Ability to cope with stress

.....

.....

4.0 On what grounds would you recommend/not recommend the applicant for this position?

.....

.....

.....

Signature: _____

Date: _____

Please return this form to:

*Mrs Jane Comensoli
Head of Employee Services
Catholic Education Office
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'Phone (02) 4253 0800 Fax (02) 4253 0956



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Re: Selection of Religious Education Coordinator

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**Catholic Education Office
Wollongong**

**CRITERIA FOR SELECTION OF RELIGIOUS
EDUCATION COORDINATOR**

Introduction:

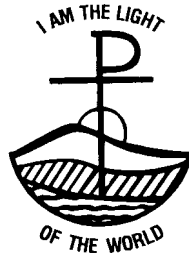
The Religious Education Coordinator is appointed to the leadership team of a Catholic school. In particular, the Religious Education Coordinator exercises his/her ministry under the leadership of the Principal and in collaboration with clergy, teachers, parents and other members of the faith community who contribute to the life of the Catholic school. This ministry requires vision, faith, discernment and integrity.

The Religious Education Coordinator works with the Principal in the four key areas of Religious Education, Educational, Community and Administrative leadership. This contributes to the leadership, which shapes and implements the school's vision in a way that reflects the Catholic character of the school.

Essential Criteria:

- commitment within the Catholic tradition to the Church's mission, demonstrated by regular worship and integration of faith in daily living
- understanding of Catholic Education and a commitment to the ministry of Catholic schools
- sound understanding of Church tradition, teaching and culture
- commitment to the integration and transmission of Gospel values through the curriculum
- sound understanding of current trends and issues in Religious Education and experience in Religious Education curriculum development and evaluation
- a minimum of five years teaching experience, including significant experience in the teaching of Religious Education
- evidence of a four year teaching classification
- Religious Education qualifications to the level of Graduate Diploma, its equivalent or higher OR the Certificate of Religious Education (NSW) with an undertaking to acquire the higher qualification
- evidence of a commitment to ongoing professional development
- capacity to work effectively as a member of the school leadership team
- highly developed interpersonal skills
- effective organisational and administrative skills

**CATHOLIC EDUCATION OFFICE
WOLLONGONG**



<p>RELIGIOUS EDUCATION COORDINATOR DIOCESAN ROLE DESCRIPTION</p>

- 1.0** In supporting the Principal in the exercise of **Religious Leadership** the Religious Education Coordinator will:
- 1.1** provide vision and articulate expectations of the nature and purpose of the Catholic School
 - 1.2** offer active and practical support towards the development of the school as a faith community
 - 1.3** witness in daily living to the beliefs, practices and values of the Catholic Church tradition
 - 1.4** assist the principal in the spiritual development of the staff
 - 1.5** encourage parents in their role as prime religious educators of their children
 - 1.6** foster the role of the school within the parish
 - 1.7** work with the Parish Priest and/or parish personnel in promoting the faith, life and worship of the school community
 - 1.8** facilitate appropriate forums for cooperative planning, the sharing of ideas and decision making
 - 1.9** assist with the coordination and evaluation of retreat and reflection days for staff and students
 - 1.10** promote the integration of Catholic teaching and values across the curriculum in conjunction with other Key Learning Area Coordinators (Secondary) and Key Reference Teachers (Primary).
- 2.0** In supporting the Principal in the exercise of **Educational Leadership** the Religious Education Coordinator will:
- 2.1** coordinate the development of the school's Religious Education policies and programs based on diocesan documentation for Religious Education
 - 2.2** provide vision and articulate expectations regarding quality learning and teaching in Religious Education
 - 2.3** keep informed of and promote current Religious Education resources and documentation for both program and liturgical use and for the personal, professional and spiritual development of staff
 - 2.4** assist teachers in the programming, planning and teaching of Religious Education
 - 2.5** guide teachers in the planning of classroom and school worship and prayer, ensuring a variety of celebrations appropriate for the liturgical year

- 2.6 keeping informed of current curriculum developments in order to assist Religious Education teachers
- 2.7 encourage teachers to develop the religious environment of their classrooms
- 2.8 supervise Religious Education learning and teaching processes
- 2.9 promote and facilitate regular and meaningful assessment, reporting and evaluation of the Religious Education key learning area
- 2.10 induct newly appointed staff members into the function and use of the school's Religious Education program for Years K-6 or 7-12 and to the worship and prayer life of the school
- 2.11 in secondary schools, work collaboratively with the Liturgy Coordinator
- 2.12 attend professional development as designated for Religious Education Coordinators by the Catholic Education Office
- 2.13 work closely with the Religious Education team from the Catholic Education Office
- 2.14 encourage the professional and spiritual development of staff.

3.0 In supporting the Principal in the exercise of **Administrative Leadership** the Religious Education Coordinator will:

- 3.1 participate in administration and decision-making as a member of the school executive
- 3.2 develop an annual action plan for Religious Education with the principal
- 3.3 prepare material for informing, planning and reviewing Religious Education in the school at staff/team meetings and staff development days
- 3.4 maintain relevant and efficient records relating to the Religious Education program
- 3.5 ensure that processes for the use, maintenance, review and updating of resources for Religious Education are in place
- 3.6 administer the Religious Education budget
- 3.7 where appropriate, collaborate in the selection, induction and development of staff.

4.0 In supporting the Principal in the exercise of **Community Leadership** the Religious Education Coordinator will:

- 4.1 promote the religious dimension of the school within the wider community
- 4.2 communicate effectively and regularly with the Principal, Assistant Principal, staff, clergy, parents and students on Religious Education within the school
- 4.3 facilitate a discernment process with staff, the Parish Priest and/or parish personnel to ensure appropriate preparation of liturgies
- 4.4 provide opportunities for parents and parishioners to be involved in the liturgical life of the school
- 4.5 be aware of the Pastoral Care needs of the staff, students and parents.
- 4.6 liaise with priests, parents, parish personnel and staff regarding Sacramental programs.
- 4.7 encourage the involvement of students in parish ministry and community service projects
- 4.8 liaising with the clergy and pastoral associates regarding their involvement in the Religious Education program / spiritual life of the school.