

ASSISTANT DIRECTOR OF RELIGIOUS EDUCATION, FAITH & MINISTRY

OVERVIEW OF ROLE:

The Assistant Director of Religious Education/ Faith and Ministry works closely with the College Director of RE/FM in areas of curriculum development, administration, ministry, faith formation programs and liturgical celebrations at the respective campuses.

The Director and Assistant Directors form a team to share the duties encompassed by their respective roles to ensure that all aspects are attended to in the course of the school year.

SPECIFIC RESPONSIBILITIES:

The Assistant Director of RE / FM -

1. assists in the development and implementation of RE curriculum at the particular year levels;
2. supports all members of the RE staff at their respective campus in their teaching roles;
3. requests, and assists in the provision of, resources as required by RE staff;
2. assists with College, Campus and Year Level / House liturgies;
3. assists the Director of RE / Faith and Ministry in organising the End of Year liturgies (St Patrick's Assistant Director);
4. organises campus Easter and End of Year liturgies (Sion Assistant Director);
5. assists in the preparation of the surroundings for liturgical celebrations;
6. assists in the training of Readers and Special Ministers;
7. introduces new staff to the Chapel, and explains procedures and expectations in terms of liturgy;
8. maintains Chapel supplies and monitors resources therein;
9. assists with the preparation of the Year 12 retreats (St Patrick's Assistant Director) – specifically checking sites, assisting with securing parent helpers, preparing resource kits, booking buses, collecting medical lists, liaising with Food Technology regarding catering matters, assisting with the general information letters.
10. performs such other duties as may be required by the Principal.

PERFORMANCE REVIEW:

The Annual Review Meeting will serve as an appropriate forum for the on-going review of the position.

PROFESSIONAL EXPECTATIONS:

The Assistant Director of RE / FM undertakes to:

1. carry out all responsibilities in a professional and ethical manner;
2. act consistently and effectively as a role model for others;
3. encourage other staff to undertake their responsibilities in an equally professional and ethical manner;
4. seek and engage in professional learning opportunities;
5. be conversant with school policies relevant to their work;
6. act when there are perceived breaches by –
 - addressing the issue promptly,
 - following all relevant College protocols and policies in investigations,
 - bringing the issue to the attention of the relevant authorities,
 - playing a significant role in resolving the issue,
 - working towards outcomes that are in the best interests of the College, whilst respecting the individual rights of staff and students.

WORKING RELATIONSHIPS:

The Assistant Director of RE / FM has significant and/or frequent contact with the Director of RE / FM, the Heads of Campus, priests and RE teachers.

RESERVATION OF AUTHORITY:

The Assistant Director of RE / FM is responsible to the Principal through the Director of RE / FM.