



- Assist with maintaining relationships between the Evanston Campus and the local Parish community.
- Assist with parent/guardians and other interviews relating to students.
- Provide assistance and support to teachers with curriculum and/or pastoral care requirements, establishing priorities and providing appropriate resources and guidance with ACARA.
- Provide support to teachers for assessment and reporting administrative and management skills.
- Support and promote pedagogies that provide the best opportunity to enhance student faith learning.
- Ensure teaching and learning resources, including documentation, are current, appropriate, centrally located and easily accessible by teaching staff.
- Facilitate the writing / rewriting of Religious Education documentation to reflect the needs of students and policy requirements.
- Communicate relevant information to teachers and the Evanston community.
- Other duties deemed relevant by the Principal (or delegate).

### Personal Skills, Abilities and Knowledge

The Curriculum Leader - RE must have the ability to:

- Relate successfully to staff in a manner that is responsive to their particular needs.
- Communicate clearly and effectively with students, staff, parents/guardians and members of the wider community.
- Work effectively in a busy, dynamic and changing working environment.

The Curriculum Leader - RE must have skills in:

- The effective organisation of curriculum initiatives,
- Conflict resolution and problem-solving.

The Curriculum Leader - RE should have knowledge of:

- Relevant issues affecting contemporary curriculum,
- Social justice principles and practices,
- Legal obligations and confidentiality requirements.

### Skills and Experience

#### Essential Requirements

- A demonstrated interest and commitment to curriculum and to effective teaching and learning practices.
- Excellent interpersonal and communication skills.
- Excellent organisation skills.
- IT skills, in particular in the use of SEQTA and Microsoft Office 365 Suite.
- Teacher Accreditation in Catholic Education SA.

#### Specific Requirements

- An ability to support the Salesian/Catholic ethos of the College.
- Current Teachers Registration in South Australia and Teacher Accreditation in Catholic Education SA.
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA.
- Acquire and maintain Catholic Police Clearance to work in Catholic Education SA.
- Current Responding to Risks of Harm, Abuse & Neglect – Education and Care certificate.
- First Aid certificate (HLTAID012).
- Youth Mental Health First Aid.
- Disability Standards for Education Training.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
  - 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.
- Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.