



Mount St Benedict College

Role: HEAD OF RELIGIOUS EDUCATION (RE) **(3 Leadership Level Points)**

Reporting to: As a delegated leader of a Faculty Team, the Head of RE is responsible to the College Principal through the Assistants to the Principal, Dean of Curriculum (accounting for 2 Leadership Level Points) and Dean of Mission (accounting for 1 Leadership Level Point)

The College values of Pax, Hospitality and Stewardship underpin all that we do at Mount St Benedict College and are brought to life through relationships, actions and events within this College community.

Role Purpose

The Head of RE is a member of the College Curriculum and Mission Teams. The Head of RE has the primary responsibility for the ongoing development and supervision of the curriculum and the quality of teaching and learning that is provided for each student.

The Head of RE exercises leadership and management of the Team which is responsible for the development and implementation of the Religious Education component of the College curriculum and the associated teaching and learning function.

As the leader of the Religion Faculty, the Head of RE has delegated responsibility from the Principal for the development and articulation of the Faculty Vision, in line with the College Mission and Vision, efficient Faculty operation and team leadership. The Head of RE is expected to ensure that the College Mission and Vision are effectively integrated within the courses and classroom management practices within the faculty.

The Head of RE is also a member of the College Mission Team and collaborates with the Dean of Mission to ensure that all aspects of the students' faith and spiritual experiences in the College are consistent with the College Mission and Vision.

Role Accountability

As Team Leader the Head of RE will exercise effective team leadership for the development and support of a cohesive and efficient Faculty Team in line with the organisational structure of the College. The Head of RE is responsible for:

1. Climate of Excellence:
Encouraging a culture of personal excellence in student academic performance through the promotion of an effective climate of quality learning, teaching, academic achievement and collaborative relationships among teachers, students and parents
2. Vision:
 - 2.1 Collaborating with the members of the Faculty Team in the development and articulation of a Faculty Vision, Goals and Strategies for the operation of the (Faculty) Team and the place of the KLA in student learning and development.
 - 2.2 Ensuring that the members of the Faculty Team have opportunities to develop an understanding of the Faculty Vision and develop appropriate implementation strategies.
 - 2.3 Sharing the Faculty Vision with colleagues on the College Curriculum Team in order to strive collectively for a consistency of expectation of students and teachers across all faculties.

3. Curriculum Leadership (teaching and learning that occurs within the faculty):
 - 3.1 Ensuring that all Religion courses have appropriate programs that are designed to meet the needs of the students and the requirements of the NSW Board of Studies.
 - 3.2 Leading the faculty team in the implementation of the ongoing collaborative review of Faculty programs and practices.
 - 3.3 Ensuring that students in each Faculty course have ample opportunities to achieve the desired outcomes of the course.
 - 3.4 Ensuring that the members of the Faculty Team are aware of, and comply with, all BOSTES requirements in regard to course specifications, mandatory hours, assessment tasks, assessment criteria and accurate record keeping.
 - 3.5 Providing leadership and support to teachers in the development and implementation of a variety of best practice teaching and learning strategies.
 - 3.6 Working in collaboration with the Learning Resource Team to ensure that teachers have appropriate support to provide students with special needs with effective access to the curriculum and to ensure those students with particular gifts and talents in relation to faculty courses are appropriately identified, supported and challenged.
 - 3.7 Implementing effective practices within the Faculty for the regular monitoring of student progress and academic standards.
 - 3.8 Overseeing the follow-up of students' results by subject teachers and ensure that students who do not meet the assessment criteria are given the opportunity to improve and are encouraged to renew themselves academically.
 - 3.9 Ensuring that all Faculty Team members have the opportunity to engage in processes that are designed to monitor and report on the academic progress of each student, and the academic standard being achieved by the Faculty as a whole.
 - 3.10 Overseeing courses offered within the Faculty in regard to the provision of appropriate academic challenge for each student.
 - 3.11 Ensuring that student reports reflect syllabus/program desired outcomes.
 - 3.12 Working closely with the Coordinator of the Information Resources Centre to ensure that the Faculty has access to appropriate information resources.

4. Management and Administration of the Faculty (the operation of the Faculty and the effective support and supervision of Team members):
 - 4.1 Ensuring that all new Faculty staff members are inducted into the Vision, policies and routines of the Faculty to ensure that the Faculty is engaged in the ongoing development and review of Faculty practice.
 - 4.2 Ensuring that all Faculty staff members are informed about subject specific developments and changes.
 - 4.3 Encouraging the Faculty staff to engage in appropriate professional development activities to keep them abreast of current developments and best practice in the subject.
 - 4.4 Working with all Faculty staff members to ensure that they engage in professional review and develop and implement their own professional development plan.
 - 4.5 Meeting with each member of the Faculty team at least once each year and visiting Faculty members' classrooms where appropriate.
 - 4.6 Checking the teachers' use of programs and central registers and the validity of the recorded information.
 - 4.7 Collaborating with all Faculty staff members to ensure that they are adequately supported in the development and application of appropriate classroom teaching and management practices.
 - 4.8 Facilitating regular Faculty meetings.

- 4.9 Participating in the College budget process to ensure that the Faculty needs are appropriately represented in order that the Faculty budget allows for regular upgrading of resources.
- 4.10 Ensuring that appropriate booklists and stationery lists are developed for each subject in line with Faculty and College policy.
- 4.11 Contributing to the process of allocating students and teachers to classes where appropriate.
- 4.12 Participating in the selection process for the appointment of new Faculty staff.
- 4.13 Supervising and supporting Faculty staff in the exercise of their primary responsibilities in regard to classroom and student management.
- 4.14 Working in collaboration with classroom teachers, the Dean of Students and the relevant Pastoral Coordinator to address student management issues.
- 4.15 Supporting teachers in the development and implementation of effective pedagogy and classroom management practices.
- 4.16 Supervising the work of any ancillary staff working in the Faculty.
- 4.17 Working with Faculty staff to ensure that workplace health and safety requirements and practices are met as they particularly apply to the work of the Faculty (including the safe storage of chemicals).
- 4.18 Preparing, where applicable, submissions for Specific Purpose funding and the subsequent accountability reporting in consultation with other relevant stakeholders in the College.
- 4.19 Managing faculty resources, storage and teaching spaces.
- 4.20 Overseeing excursions, field trips, external bookings and the use of guest speakers.
- 4.21 Ensuring that students are provided with accurate and relevant subject information and guidance so they can make informed subject choices.
- 4.22 Liaising with the Dean of Curriculum and the Principal in relation to course viability and (alternate) delivery.
- 4.23 Overseeing the accuracy and appropriateness of teachers' reporting.
- 4.24 Assisting in the enrolment process by being involved in interviewing prospective students.
- 4.25 Ensuring that Faculty staff members maintain clean, tidy and safe classrooms which support student learning.

Appraisal/Review Conditions

The Head of RE will undergo a Performance Review in accordance with College policy. In addition they will work in collaboration with the Deans to set individual and Department goals on a yearly basis.