Welcome to St Vincent’s Primary School and thank you for expressing an interest in joining our Leadership Team as Religious Education Coordinator from 2016.

St Vincent’s Primary School is a small, friendly school that nurtures and encourages a strong sense of community. The school has a vibrant and supportive parent community that assists the school in many and varied ways. There are approximately 188 students from Kinder to Year 6.

St Vincent’s is well known for its strong community spirit and commitment to family. Religious Education, Literacy, Numeracy and ICT are key focus areas in our teaching and learning. Staff are active in developing the curriculum to ensure it is relevant and effective for all our students. Italian and Music are additional educational programs with specialist teachers employed to ensure that a student’s potential in these areas is developed in a joyful and creative way. Information Technology is a priority and currently each classroom has 6 iPads, desktops, laptops and an IWB.

The Religious Education Coordinator at St Vincent’s is an integral part of the Leadership Team.

The Religious Education Coordinator also needs to be an experienced and competent classroom teacher committed to 21st century learning.

We are looking for a dynamic and creative Religious Education Coordinator who will work with our community to ensure we remain leaders in Catholic Education in the ACT.

Yours sincerely,

[Signature]

Marg Koenen
Principal
Dear Applicant,

Thank you for your enquiry regarding the Religious Education Coordinator position at St Vincent’s Primary School recently advertised. The position is a permanent full-time leadership position.

- The successful applicant will commence official duties on Monday, 25 January 2016.
- The successful applicant will be employed under the terms and conditions of the Teachers and Principals (Archdiocese of Canberra and Goulburn Catholic Diocesan Schools) Collective Agreement 2011 – 2014.
- The appointment of the successful applicant will be subject to satisfactory employment screening for child related and working with vulnerable people (WWVP) employment in accordance with CE policy and ACT legislative requirements.

To assist you in the preparation of your application I have included:
- Cover letter
- Information about St Vincent’s Primary School
- Selection Criteria which has been developed around the Leadership Framework for School Leaders in our Archdiocese.

**Guidelines for Preparing Your Application**


Applications should include:
- Covering letter;
- Certified copy of ‘Working With Vulnerable People’ (WWVP) Card;
- Certified copy of Teacher Quality Institute (TQI) Card;
- Proof of identity form;
- Child related Employment Declaration Form;
- Statement addressing selection criteria;
- Curriculum Vitae;
- Referees (at least 3); and
- Certified copies of qualifications.

Completed applications should follow the CE procedure in applying for leadership positions as well as addressing the selection criteria and can be forwarded by email to Marg Koenen at marg.koenen@cg.catholic.edu.au

or posted and marked confidential to:

Marg Koenen  
St Vincent’s Primary School  
3 Bindel Street  
Aranda ACT 2614
If you have any queries or would like to discuss your application personally, please do not hesitate to contact the Front Office of email marg.koenen@cg.catholic.edu.au

Thank you for your interest in this position, applicants who have been selected for an interview will be contacted by telephone; all other applicants will be notified by mail.

Closing date is Wednesday, 7 October 2015.

Yours sincerely,

Marg Koenen
Principal
RELIGIOUS EDUCATION COORDINATOR

SELECTION CRITERIA

The successful applicant will be a practising Catholic with extensive experience teaching Religious Education in a Catholic School.

The successful applicant will have gained Accreditation Category D: Accreditation to Teach Religious Education in a Catholic School and Accreditation Category E: Accreditation for Senior Leadership in a Catholic School, or demonstrate a willingness to gain the necessary qualifications to meet these accreditation requirements.

The successful applicant will be able to demonstrate capability in the following realms:

Personal Realm
- Engages in ethical behaviour
- Commitment to personal and spiritual growth
- Displays personal courage and resilience

Relational Realm
- Facilitates positive and collaborative relationships
- Communicates skilfully
- Inspires others

Professional Realm
- Supports and builds Catholic Identity and ethos
- Guides and mentors others
- Committed to continuous improvement and professional development

Organisational Realm
- Deals effectively with change
- Delivers quality results
- Fosters a growth-promoting workplace

Strategic Realm
- Articulates vision and direction
- Thinks strategically
- Applies intelligence and wisdom