

Position Description Curriculum Renewal Officer



Melbourne Archdiocese
Catholic Schools

About MACS

Melbourne Archdiocese Catholic Schools Ltd (MACS) aims to deliver an outstanding Catholic education that equips young people with the knowledge, skills, and optimism to go forward, live meaningful lives, and to enrich the world around them. MACS, the largest Catholic school employer in Australia, owns and operates approximately 300 Catholic schools in the Archdiocese of Melbourne, and is supported by a central enterprise function, of over 600 staff members.

The MACS Strategic Plan (MACS 2030: Forming lives to enrich the world) presents a challenging and inspiring vision of the educational experience that MACS seeks to provide for students in MACS schools. MACS's Strategic Plan outlines the vision, the mission of Catholic schools in the Archdiocese, and the major objectives for MACS over the months and years ahead. Our organisational values of Integrity, Respect and Excellence require a commitment from all MACS employees to contribute to ensuring we uphold and support the objectives of the organisation.

About the team and role

The Catholic Mission and Identity (CMI) Team's purpose is to enable the evangelising mission for all schools, aligning with the MACS Statement of Mission: forming lives of faith, hope and love in the light of Jesus Christ.

CMI facilitates rich, deep and varied learning experiences that empower the faith formation of principals and senior leaders, teachers, staff, students and families, and MACS Board and executive leaders in the MACS mission; enabling Christian discipleship in each Catholic school community; inspiring and developing faith leadership; and provides quality resourcing for excellence in Religious Education. CMI partners with other directorates to ensure that projects, policies and procedures are imbued with our Catholic mission. CMI is available for project collaboration, policy development, learning and outreach support in pastoral care and complex issues, communicating our faith confidently, and relationship building with partners in the broader Catholic environment.

CMI builds healthy working relationships with the Archdiocese to model *Working Together in Mission*, helping parish/school partnerships to flourish, and connects school-based needs in mission and identity with resources, advice and direction, and external partners in evangelisation and faith formation.

The Curriculum Renewal Officer will demonstrate a commitment to the mission of Catholic education and a capacity to realise that mission in the context of MACS Strategic Plan which promotes strong, shared leadership and a culture of creativity and innovative practice.

Position Title	Curriculum Renewal Officer
Reports To	Manager, School and Parish Engagement
Directorate	Catholic Mission and Identity
Direct Reports	N/A

Key responsibilities of the role

- Support an integrated and holistic approach to education, where the study of art, music, literature, history, mathematics, science, philosophy and religion prepare our students to think both rationally and creatively, to appreciate and develop their faith, to contribute positively to society, and to promote a culture of life
- Co-lead and design classical education opportunities aligned to Flourishing Learners and the Vision for Instruction



- Support the design and development of a new, high-ambition K10 RE Curriculum for key subjects in Melbourne Catholic schools which integrates Catholic faith and is developed through the lens of the Catholic intellectual tradition
- Seek external perspectives from experts in the Catholic intellectual tradition, theology, Catholic culture, liberal arts, and curriculum, providing independent insights on the potential impact, feasibility and activation of recommendations
- Engage with expertise from MACS, Religious Institute (RI) and Ministerial Public Juridic Persons (MPJP) schools to ensure RE approaches are directed towards excellence in our shared faith tradition
- Identify and recommend appropriate resourcing for RE teachers, to assist in their mission of Catholic education and the spiritual and academic flourishing of their students
- Support the development of instructional materials which promote excellence in RE
- Successfully implement an RE Curriculum that is Christo-centric, mission aligned, pedagogically and developmentally appropriate, content-rich and shaped for contemporary need
- Support new pedagogy for RE is firmly grounded in evidence-based teaching practices including explicit guidance on instructional best practice
- Strengthen support for primary schools to facilitate a sensory based approach (such as Godly play or Catechesis of the Good Shepherd) for F-2 as a foundation
- Perform other duties as assigned within your scope of practice/work

Key Selection Criteria

- Practicing Catholic active in a Eucharistic community such as a parish, with a demonstrated commitment to the evangelising mission of the Catholic Church and of Catholic schools
- Strong theological, religious education or relevant educational expertise that will support the empowerment and formation of school leaders and teachers
- Demonstrated ability to undertake and coordinate project activities
- High level interpersonal and communication skills including the ability to collaborate effectively within a multidisciplinary team and interact professionally with a diverse range of stakeholders
- Strong time management skills to be able to prioritise and plan workloads to meet deadlines
- Ability to work well autonomously as well as within a team environment

Skills, qualifications and pre-requisites to undertake the role

Qualifications	Relevant tertiary qualification in a related discipline Theology and RE
Professional membership Accreditation or	VIT Registration (desirable) RE Accredited (Level 2 accreditation to Teach Religious Education and Lead in a Catholic School) desirable
Previous Experience/s	Experience in project coordination.
Organisational values	A commitment to the organisational mission, vision and values of Integrity, Respect and Excellence and to the ethos, values and mission of Catholic education including alignment with MACS's Child Safety standards.
Licenses Required	A full, current, and maintained Victorian Driver's license and motor vehicle
Other requirements	<ol style="list-style-type: none"> 1. An understanding of and commitment to the safety, wellbeing and protection of children, and therefore you: <ol style="list-style-type: none"> a. Must hold and maintain a current Victorian Working with Children Check or be eligible to receive same upon joining the organisation. b. Alternative to holding a WWCC and NCHC, MACS will accept evidence and continued maintenance of a full and current Victorian Institute of Teaching (VIT) registration. 2. You must also undergo and receive a clear National Criminal History Check (NCHC) upon employment and during the course of your employment with MACS. All employees are required not to have been charged with, nor found guilty of any offence which would be incompatible with employment with MACS. 3. Willingness to take reasonable care for your health and safety in the workplace and for the health and safety of others who may be affected by what you do or don't do.

