

# Position Description

## Curriculum Writer, Religious Education (Primary)



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 collaborates with school leaders and clergy, teachers and parents to support Catholic schools within the Archdiocese of Melbourne in living out their call to be lively communities of Catholic faith. CMI works with partners to offer rich, deep and varied learning experiences that enable the faith formation of all members of the school community; as well as enabling paths of Christian discipleship for the contemporary learning environment; and develops high quality resourcing for excellence in Religious Education. The CMI team's primary objective is the forming of lives of faith, hope and love in the light of Jesus Christ.

The position will demonstrate a commitment to the mission of Catholic education and a capacity to realise that mission promotes enhanced faith formation pedagogy, faith and leadership formation and excellence in religious education – curriculum, resources and teaching practices.

Position Title	Curriculum Writer, Religious Education (Primary)
Reports To	Lead Curriculum Writer, Religious Education
Directorate	Catholic Mission and Identity
Direct Reports	N/A

## Key responsibilities of the role

- Write and develop Religious Education (RE) curriculum for primary school students in Catholic schools
- Support the development and co-design of initiatives and shared vision of MACS 2030, particularly regarding the alignment of RE with the MACS statements of Mission, Purpose and Vision, and other strategic documents
- Prioritise RE with a view to both faith formation and academic excellence where this is achievable
- Support in responding to the recommendations and implementation steps of the Religious Education Curriculum Review (2022-23) in which changes can be made to build up a culture of RE excellence
- Identify and support initiatives that strengthen parish/school engagement
- Build a culture of continuous improvement in our ways of working with and for schools
- Enable targeted professional support, identifying, analysing and utilising data, research and evidence
- Develop and maintain strong working relationships by working collectively to support duties within the broader Catholic Mission and Identity team
- Contribute to the major projects of the Catholic Mission and Identity team



- Perform other duties as assigned within your scope of practice/work

## Key Selection Criteria

- Strong theological, religious education or relevant educational expertise that will support the empowerment and formation of school leaders and teachers
- Knowledge of the nature and purpose of Religious Education and familiar with the direction of Religious Education in the Archdiocese of Melbourne
- Highly developed written and verbal communication skills
- Well developed problem-solving skills with the ability to initiate practical solutions
- Highly developed interpersonal skills with the ability to work collaboratively with internal and external stakeholders
- Strong attention to detail with exceptional organisational and time management skills

## Skills, qualifications and pre-requisites to undertake the role

Qualifications	Relevant tertiary qualification in school education or a related discipline. Post-graduate or further qualifications in Theology and/or Religious Education (desirable).
Professional membership or Accreditation	VIT Registration RE Accredited (Level 2 accreditation to Teach Religious Education and Lead in a Catholic School)
Previous Experience/s	Broad and varied experience in education organisations and other relevant settings.
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"> <li>1. An understanding of and commitment to the safety, wellbeing and protection of children, and therefore you: <ol style="list-style-type: none"> <li>a. Must hold and maintain a current Victorian Working with Children Check or be eligible to receive same upon joining the organisation.</li> <li>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.</li> </ol> </li> <li>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.</li> <li>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.</li> </ol>

