

**JOB DESCRIPTION**  
**DIRECTOR OF RELIGIOUS STUDIES AT SACRED HEART CATHEDRAL SCHOOL**

<b>POSITION</b>	Director of Religious Studies – DRS “ Give guidance and provide effective leadership in religious education and observances throughout the school.”
<b>KEY TASK</b>	Our DRS will provide professional leadership to Staff in the area of Religious Education and Special Character activities. Our DRS will provide a programme of instruction for identified learners (Liturgy Leaders) and contribute to programmes in our school.
<b>CONDITIONS OF EMPLOYMENT</b>	<a href="http://www.education.govt.nz/school/running-a-school/employing-and-managing-staff/collective-agreements/">The PTCA covers the work that you will undertake and applies to employees who are or become members of the NZEI Te Riu Roa Union.</a> <a href="http://www.education.govt.nz/school/running-a-school/employing-and-managing-staff/collective-agreements/">http://www.education.govt.nz/school/running-a-school/employing-and-managing-staff/collective-agreements/.</a> 1 Permanent unit
<b>REPORTING</b>	Our DRS is directly accountable to our Principal on DRS matters and will be reporting to our team leaders on teaching matters.
<b>KEY RELATIONSHIPS</b>	Our DRS will be working alongside: <ul style="list-style-type: none"> <li>● Learners</li> <li>● SHCS staff</li> <li>● Whanau</li> <li>● Agencies where appropriate</li> <li>● BOT</li> <li>● Parish Priest of Sacred Heart Cathedral Parish and Lay Pastoral Leader</li> </ul>

### **Responsibilities of the DRS related to the Leadership and Support of the Special Catholic Character of the School**

- Assist the principal to promote and develop the Catholic Character of our school.
- Be aware of the need to ensure the Catholic perspective is included in all aspects of school life.
- Develop and review school policies related to our Catholic Character; e.g. Religious Education Curriculum policy, Prayer and Liturgy policy.
- Ensure that all school policies and practices include and reflect the Gospel values that our school promotes.
- Take an active part in the ways Catholic Character is expressed in relation to pastoral care in our school community.
- Take an active part in the self-review process of the Catholic Character of our School.
- Support all staff in their own faith formation.
- Encourage staff to actively work towards a qualification in Religious Education and seek professional development in keeping with the categories in the Certification Handbook.
- Set up a line of communication with the Proprietor's Appointees on our BOT to pass on information related to the DRS role and responsibilities.
- Gather data regularly from our teachers about the delivery of the RE programme and our Catholic Character which can be incorporated into the report to the BOT and the Proprietor.
- Manage and purchase resources that will help our staff, learners and whanau to deepen their expressions of our school's Catholic Character.
- Keep clear documentation and records of school events related to all aspects of Catholic Character that can be presented to our Special Character Review Team when the school is reviewed.
- Take an active part in the self-review process of aspects of Catholic Character identified in the Review and Development Handbook

### **Responsibilities of the DRS related to the Leadership and support as the Curriculum Leader of Religious Education**

- Set a RE goal related to Key Tasks of the DRS role each year for our annual plan.
- Present a long-term plan of the RE programme delivery for each year (example supplied by RE consultant or other) and through regular communication with staff, monitor how the Long-Term Plan is being covered.
- Keep on-going records of levels and classes taught each year in RE.
- As part of a staff hui, introduce each new Learning Strand before they are due to be taught and draw attention to resources that could be used.
- Ensure all staff have access to the NCRS Religious Education Curriculum resources.
- Consult with staff and select and purchase RE resources based on learners and teachers' needs within the designated budget.
- Organise RE resources and arrange for them to be maintained.
- Support staff in their delivery of the RE curriculum and assist with cognitive and affective evaluation.
- Ensure that teachers of Religious Education apply current pedagogy in learning and assessment to the RE Curriculum.
- Visit classrooms to observe RE lessons and seek learner voice on RE curriculum engagement.
- Arrange a suitable way of communication to keep whanau and our community informed about what is happening in RE in the school.
- Encourage whanau to support their children's Religious Education.
- Attend professional development meetings related to the RE programme.
- Be part of the communicating and reporting process to our BOT in matters relating to the RE programme and the Catholic Character of our school.
- Refer to the Catholic Special Character Review Handbook for areas of Religious Education to be addressed.

### **Responsibilities of the DRS related to the Leadership and support of Prayer and Liturgy in the School**

- Encourage personal prayer with all members of the school community as a way of expressing their relationship with God. Promote prayer and liturgy in our school and community.
- Arrange a prayer roster for staff prayer.
- Arrange a roster for teachers to use for class prayer in the classroom.
- Consult with staff and select and purchase Prayer and Liturgy resources based on learners' and teachers' needs within the designated budget.
- Work collaboratively with staff to plan and prepare school liturgical celebrations and delegate tasks so all can participate.
- Assist with the promotion of prayer and liturgical celebrations in the community e.g. school/parish masses, First Communion celebrations.
- Be available to support staff with prayer and liturgy in their classroom.
- Assist and guide teachers with the use of the Prayer Module in their classes.
- Set up suitable liturgical focuses in our school foyer and provide advice and guidance for teachers with classroom focuses.
- Work collaboratively with our parish priests in planning and preparation of liturgy involving our school.
- Refer to the Catholic Special Character Review Handbook for areas related to Spirituality, Prayer and Liturgy to be addressed.

### **Responsibilities of the DRS related to the Leadership and support of Pastoral Care in the School**

- Have a clear understanding of what pastoral care means in relation to our school and our community.
- In collaboration with the principal, staff and community, develop and review pastoral care procedures.
- Ensure documentation is clear about how pastoral care is provided and for whom.
- Be part of a process that monitors the effectiveness of pastoral care practices within our school.
- Refer to the Catholic Special Character Review Handbook for areas of pastoral care to be addressed.

DRS's are usually full-time classroom teachers, often the biggest challenge of this role is using the skills needed to balance the demands of these two roles.

Skills needed to deal with classroom and DRS responsibilities:

- Forward planning — work a term ahead.
- Communicating information clearly - written is best.
- Promoting and motivating people to try new things.
- Managing time — set aside a set time for a set task.
- Inviting and accepting assistance.
- Managing resources. Making critical choices when buying new resources.
- Delegating tasks especially for school wide activities.
- Modelling professional behaviour based on our Gospel values.

## TERMLY DRS TASKS

### TERM 1

- Confirm RE Levels for each teacher.
- Distribute RE Long Term Plan and check timetabling is in keeping with Bishops' letter.
- Note dates of Liturgical Seasons, major feasts and events (School Feast Day, Ash Wednesday, Lent, Holy Week) and plan how these will be celebrated in class, school & our parish.
- Check teachers have materials for seasonal classroom Prayer Focus and for RE.
- Distribute and introduce Lenten and Easter Packs.
- Prepare for Commissioning Mass and School Opening Mass — liaise with our parish priest.
- Prepare a presentation for a community evening to explain their role in learners' RE faith development.
- Lead staff prayer to begin the school year and to introduce each RE Module and Strand.
- Prepare an insert for our School Newsletters to communicate RE news and Special Character events to whanau.
- Bring dates of Commissioning Mass and CSES PD to teachers' attention.
- Check on schedule for Sacramental Preparation programme.

### TERM 2

- Note dates of Liturgical Seasons and major feasts (Ascension, Pentecost, Corpus Christi, Sacred Heart, Trinity) and events (post Easter stories, Mother's Day) and plan how these will be celebrated, in classes, our school and our parish.
- Check our teachers have the materials for seasonal classroom Prayer Focus and for RE.
- Prepare inserts for our School Newsletters to communicate RE news and Special Character events to whanau and community.
- Bring dates of CSES PD and Cluster Meetings to teachers' attention. Prepare schedule for our school, class and parish family masses for the term.

## TERM 3 DRS TASKS

### TERM 3

- Note dates of Liturgical Seasons and major feasts (Assumption) and events (Father's Day, Social Justice Week) and plan how these will be celebrated, in classes, our school and our parish community.
- Check our teachers have the materials for seasonal classroom Prayer Focus and for RE.
- Prepare inserts for our School Newsletters to communicate RE news and Special Character events to whanau.
- Bring dates of CSES PD and Cluster Meetings to teachers' attention. Prepare schedule for our school, class and parish family masses for the term.

### TERM 4

- Note dates of Liturgical Seasons and major feasts (All Saint, Holy Souls, Christ the King, Advent, Christmas) and events (First Communion) and plan how these will be celebrated, in class, our school and our parish community.
- Check teachers have materials for seasonal classroom Prayer Focus and for RE.
- Prepare inserts for our School Newsletters to communicate RE news and Special Character events to whanau.
- Bring dates of CSES PD and Cluster Meetings to teachers' attention.
- Prepare schedule for school, class and parish family masses for the term.
- Start forward planning for next year, check on class numbers and levels to be taught in RE, review with our staff areas which need attention, prepare draft copies of RE and Special character Goals to include in our Strategic Plan, evaluate how well you have achieved your DRS Goals for the year.
- Meet with our principal and our parish priests to prepare next year's calendar for Liturgical celebrations.
- Ensure that teacher hours towards certification are forwarded to CSES.