Dear Applicant

Thank you for your interest in the Director of Religious Studies position offered at Campion College. Enclosed is the following:

- Timeline for Appointment
- Job Description for the Director of Religious Studies
- Senior Leadership Team Portfolio overview - 2020
- Summary of Application for appointment
- Referee’s Report
- S65 Form – Tagged position
- The Character of a Catholic School

To apply for the position please forward your C.V. along with:

- The Summary of Application for Appointment – Completed & signed
- Ensure at least two referees reports are sent.
- S65 Form – Tagged position – Completed & signed
- The Character of a Catholic School - Signed
- S65 referees will be contacted directly by the College.

Thank you for your interest in the position and I look forward to receiving your application.

If you would like any further information please contact me at the College.

Yours sincerely

Paul McGuinness
PRINCIPAL
### Timeline for Appointment – Director of Religious Studies 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday 23 March, 2020</td>
<td>Advertised in Education Gazette – online</td>
</tr>
<tr>
<td>Monday 4 May, 2020</td>
<td>Advertised in Education Gazette – printed</td>
</tr>
<tr>
<td>Monday 18 May, 2020 – 4.00pm</td>
<td>Applications close</td>
</tr>
<tr>
<td>Monday 18 May, 2020 – 4.00pm</td>
<td>Referees reports due (same day as applications)</td>
</tr>
<tr>
<td>Tuesday 19 May – Fri 22 May, 2020</td>
<td>Applicants invited to interviews</td>
</tr>
<tr>
<td>Tuesday 19 May – Fri 22 May, 2020</td>
<td>Referees contacted (in addition to written reports)</td>
</tr>
</tbody>
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Successful and unsuccessful applicants will be contacted as soon as possible resulting from the above timeline.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday 20 July, 2020</td>
<td>Position commences</td>
</tr>
<tr>
<td>(or by negotiation)</td>
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Brief Outline of the Position

As stated in the job description below, the Director of Religious Studies is a member of the College’s Senior Management team, which currently comprises the Principal, both Deputy Principals, the Director of Curriculum, The Director of Learners as well as the DRS.

The DRS has responsibility for the Religious Education Curriculum along with the Health Curriculum, Liturgies, Prayer and Religious observances and Special Character across the whole College.

The position has become available within the College due to the current DRS being successful in promotion to Deputy Principal.

The position carries 4 management units along with 2 middle management allowances. This is to recognise the importance of the position and also to recognise that in addition to being the Head of Curriculum for Religious Education, there is also responsibility for school wide Special Character incorporating such things as prayer, liturgy and health.

The DRS as Head of the Religious Education Curriculum has specific responsibility for the teaching of Religious Education programmes from Year 7 – Year 13. The Religious Education department currently consists of 13 teachers who, apart from the DRS, all primarily teach in other curriculum areas as well.

We are seeking a senior leader who is also a specialist teacher of Religious Education to complement the skills, expertise and experience currently held within the College’s leadership team.

Students at Campion are involved in a wide variety of sporting, cultural, service and special character activities. Staff are encouraged to be involved in the full life of the College.

In addition to the standard 5 hours non-contact allowance, and the additional 4 hours for 4 permanent units, the DRS shall receive sufficient additional non-contact time to adequately fulfil the responsibilities that the DRS position encompasses. The current teaching component for the DRS is 6 hours per week.

All teachers (0.5 FTTE or above) including the Senior Leadership Team are Vertical Form Teachers, with each Vertical Form being shared by two teachers.

Paul McGuinness
PRINCIPAL
CAMPION COLLEGE

JOB DESCRIPTION

DIRECTOR OF RELIGIOUS STUDIES

(HEAD OF CURRICULUM - RELIGIOUS EDUCATION)

MISSION STATEMENT

Campion College is a Christ-centred Community committed to offering and encouraging the education and development of the total person in a Catholic environment

He kura Katorika a Kapiana e kaha ana kit e manaaki me te whakapakari te tangata I roto I te matauranga e pa ana ki nga mahi Katorika.

The Director of Religious Studies is a member of the Senior Management Team and holds one of the school's key positions in relation to the Special Character of the College. The person appointed will, by working within a team, ensure that the Religious Education Programme of the College is effective in enhancing that Special Character.

STATUS:

The DRS position is a permanent teaching position which holds 4 permanent management units plus 2 middle management allowances. The non-contact time attached to this position is that which is specified in the Secondary Teachers Collective Agreement, namely 4 hours in addition to the 5 hours allowed to all full-time teachers. The DRS shall receive sufficient additional non-contact time to that listed above to adequately fulfil the responsibilities that the DRS position encompasses.
PERSONAL QUALITIES
- A vision for the delivery of the Religious Education curriculum within the College.
- A love of young people and a commitment to their spiritual, physical, emotional and intellectual development.
- Enthusiasm, integrity, adaptability, sound judgement and self-motivation.

REQUIREMENT
The school's Integration Agreement states "a willingness and ability to take part in religious instruction appropriate to the special character of the school shall be a condition of appointment. Any person so appointed to the position of Director of Religious Studies shall accept these requirements as a condition of appointment".

KNOWLEDGE, ABILITIES AND SKILLS
- A sound knowledge of educational theory and practice as it relates to the Religious Education curriculum.
- A successful and experienced classroom teaching background.
- Ability to work successfully with people, negotiating, listening, supporting and facilitating.
- Flexibility and willingness to consider and adapt to change.
- Ability to create a positive learning atmosphere amongst students and staff.
- Supportive of the teachings of the Catholic Church and the charism and tradition of Campion College.
  - Proven knowledge of Catholic beliefs, morality and practices.
  - An adequate understanding of the techniques of the catechetics of adolescents.
  - An active faith life.

REQUIREMENT: The School's Integration Agreement requires that:

- "The Director of Religious Studies shall give guidance and provide effective leadership in religious instruction and observances throughout the school."

- “Religious observances and religious instruction in accordance with the determination made from time to time by the Roman Catholic Bishop of the Diocese of Hamilton shall continue to form part of the school programme."

- "A person appointed as aforesaid to the position of Director of Religious Studies shall undertake such teaching duties, as may be required by the Principal of the school".
PRIMARY ROLE
The DRS has primary responsibility for developing and co-ordinating the Religious Education curriculum within the College.

The DRS would primarily teach Religious Education classes, though may also teach another subject in which they have experience and/or expertise.

RESPONSIBLE TO
Directly responsible to the Principal.

WORKING RELATIONSHIPS:
The Director of Religious Studies:

- Be responsible and accountable to the Senior Management Team in the areas of their delegated portfolios.
- Work co-operatively with other Heads of Curriculum areas.
- Develop a rapport with students, parents and the community.
- Liaise and consult with groups in the community which will assist in promoting the goals of the College and in particular those relating to the Religious Education curriculum.
- Work in a team with all members of staff towards achieving the goals of the College.
- Consult with the Diocesan Religious Education Office.
- Liaise with Priests, Director of Religious Studies of St Mary's Catholic Primary School (Gisborne) and Parish workers.
KEY PERFORMANCE AREAS
The DRS will be aware of and supportive of the Special Character of the College and the values of Jesus Christ on which it is based. These are evidenced through:

- A COMMITMENT to all we undertake
- A COMPASSIONATE approach shown to all others
- Active promotion of COMMUNITY in the development of the total person
- An adherence to our motto “In Christ we are alive”.

1 COMMITMENT to the education and development of the total person within a Catholic environment.

(A) Commitment to Professional leadership.
- To work co-operatively with those teachers who teach Religious Education.
- To work co-operatively with the Director of Curriculum.
- To work co-operatively with other Heads of Curriculum areas.
- To encourage colleagues to contribute to decision making.
- To ensure sound leadership practices through effective communication.
- To organise regular meetings, in-service initiatives and classroom support.
- To provide for pro-active programme planning and evaluation.
- To focus policy towards achieving beneficial learning outcomes for students.
- To ensure curriculum policies are written in accordance with the requirements of the Special Character of the College.

(B) Management of resources.
- To manage the budget within allocation.
- To keep a written record of all orders, income and expenditure.
- To take responsibility for the care, repair and replacement of equipment, books and other resources.

(C) Completion of specific responsibilities as delegated by the Principal.
COMPASSION
The DRS will work with others in a compassionate way so that the dignity of all is respected while supporting the common good of the College community.

(A) Compassion shown in curriculum guidance for teachers of Religious Education and Special Character.

- To provide a national perspective on Religious Education and Special Character developments.
- To assist staff in development of schemes consistent with college policy statements and the New Zealand Curriculum Framework.
- To co-ordinate the implementation and monitoring of Religious Education and Special Character programmes to ensure learning is accessible to all students.
- To monitor and guide assessment of student achievement.
- To take responsibility for evaluation procedures.
- To initiate and guide professional development related to classroom practice.
- To ensure facilities, equipment and resources are available to all staff and students.

(B) Compassion shown in developing and maintaining a quality environment conducive to effective learning and supportive of all students.

- To assist through classroom practices the development of a quality environment that reflects the aims of the Special Character of the College.
- To ensure the curriculum is appropriate, well planned and effectively delivered.
- To encourage feedback on the performance of the department in meeting the learning needs of students.
- To implement policies supportive of staff and students within the context of the goals and objectives defined in the college charter.
- To provide a positive style of team leadership.
- To affirm the dignity of all students.
- To provide pastoral support for students so that the safety, well-being and development of each individual is given priority.
3 COMMUNITY
The DRS will actively contribute to building community by working in partnership with colleagues, students and parents.

(A) Promotion of Religious Education and Special Character related activities.
- To provide effective links within the community.
- To increase parental awareness of curriculum and assessment procedures.
- To take responsibility for overseeing community activities that promote learning opportunities for students.
- To oversee the development of the Religious Education curriculum within the College.
- To develop programmes to offer to the wider community.
- Ensure that the Special Character of the college is supported when liaising with parents.
- To take responsibility for arranging and/or overseeing
  - school liturgies
  - a programme of school prayers
  - the annual school retreat for each class of students

5 SPECIFIC GOALS OR RESPONSIBILITIES FOR 2020

SIGNED: __________________________________________
DIRECTOR OF RELIGIOUS STUDIES

SIGNED: __________________________________________
PRINCIPAL

DATE: ____________________________________________
### Key Focus Areas

- **College Goals & Policies**
  - College-wide Management
  - Graduate Profile

### Key Tasks:

- **Paul McGuinness - Principal**
  - To maintain & preserve the Special Character of the College.
  - To provide quality professional & instructional leadership.
  - To implement the Charter & the goals of the graduate profile.
  - To maintain effective management and quality assurance systems in the College.

### Responsibility for...

**Oversight of all College Operations**

- **Phil Rowland**
  - Deputy Principal
  - Director of Resourcing
  - Develop & maintain innovative approaches in resourcing to promote the goals of the graduate profile.
  - Phil will assume the role of Principal when the Principal is off-site.

**Student Enrolments**

- **Heidi Shields → Karyn Sadler**
  - Deputy Principal
  - Director of Teaching Practices
  - Develop & maintain teaching practices that model & promote the goals of the graduate profile.
  - Heidi will assume the role of Principal when the Principal & the other Deputy Principal are off-site.

**Staff Appointments**

- **Karyn Sadler → Vacancy**
  - Director of Religious Studies
  - Develop & maintain programmes that promote the special character aspects of the graduate profile & promote student development in them.
  - Karyn will assume the role of Principal when the Principal & the 2 Deputy Principals are off-site.

**Community Liaison**

- **Mark Naden**
  - Director of Learners
  - Promote student engagement in learning as outlined in the goals of the graduate profile.

**Capital Development**

- **Louise Hyland**
  - Director of Learning Content
  - Develop & maintain programmes of learning that promote the goals of the graduate profile.

### Responsibility for...

**Personnel**

- **Phil Rowland**
  - Personnel
  - Infrastrucure & keys
  - Property maintenance, cleaning & ground maintenance
  - Emergencies & evacuations
  - Finances & budget, MOE returns, ongoing monitoring & reporting

**Infrastructure & Keys**

- **Phil Rowland**
  - Property maintenance, cleaning & ground maintenance
  - Emergencies & evacuations

**Student Management Systems (Kamar)**

- **Phil Rowland**
  - Digital technology infrastructure
  - Student Management Systems (Kamar)

**Health & Safety**

- **Phil Rowland**
  - Health & Safety
  - Day to day administration, staff duties

**Timetabling & Room Allocation**

- **Phil Rowland**
  - Timetabling & room allocation

**Student Attendance**

- **Phil Rowland**
  - Convenor of staff daily briefing

**Convenor of staff daily briefing**

- **Phil Rowland**
  - Convenor of staff daily briefing

**Digital Technology Infrastructure**

- **Phil Rowland**
  - Digital technology infrastructure

**Student Management Systems (Kamar)**

- **Phil Rowland**
  - Student Management Systems (Kamar)

**Student Leadership**

- **Phil Rowland**
  - Student leadership: Prefects, Council
  - College ceremonies
  - P.T.F.A.
  - Convenor of Senior Leadership meetings

**Convenor of Senior Leadership meetings**

- **Phil Rowland**
  - Convenor of Senior Leadership meetings

**Convenor of Staff Meetings**

- **Phil Rowland**
  - Convenor of Staff Meetings

**Teacher Professional Learning**

- **Phil Rowland**
  - Teacher professional learning
  - Teacher enquiry
  - Staff induction
  - Teacher registration
  - Restorative practices
  - Student discipline oversight
  - WRO
  - Student lunch passes
  - NZQA liaison-Principal’s Nominee
  - Student leadership: Prefects, Council
  - College ceremonies
  - P.T.F.A.
  - Convenor of Senior Leadership meetings

**Restorative Practices**

- **Phil Rowland**
  - Restorative practices

**Student Discipline Oversight**

- **Phil Rowland**
  - Student discipline oversight

**WRO**

- **Phil Rowland**
  - WRO

**Student Lunch Passes**

- **Phil Rowland**
  - Student lunch passes

**NZQA Liaison-Principal’s Nominee**

- **Phil Rowland**
  - NZQA liaison-Principal’s Nominee

**Student Leadership: Prefects, Council**

- **Phil Rowland**
  - Student leadership: Prefects, Council

**College Ceremonies**

- **Phil Rowland**
  - College ceremonies

**P.T.F.A.**

- **Phil Rowland**
  - P.T.F.A.

**Convenor of Senior Leadership Meetings**

- **Phil Rowland**
  - Convenor of Senior Leadership meetings

**Convenor of Staff Meetings**

- **Phil Rowland**
  - Convenor of Staff Meetings

**Teacher Enquiry**

- **Phil Rowland**
  - Teacher enquiry

**Student Development**

- **Phil Rowland**
  - Student development

**Student Engagement**

- **Phil Rowland**
  - Student engagement

**Graduation Activities**

- **Phil Rowland**
  - Graduation activities

**High School Exams**

- **Phil Rowland**
  - High school exams

**Assessment of Progress**

- **Phil Rowland**
  - Assessment of progress

**Implementation of Curriculum**

- **Phil Rowland**
  - Implementation of curriculum

## Senior Leadership Team – Key Areas of Responsibility 2020

- **Phil Rowland**
  - Deputy Principal
  - Director of Resourcing

- **Heidi Shields → Karyn Sadler**
  - Deputy Principal
  - Director of Teaching Practices

- **Karyn Sadler → Vacancy**
  - Director of Religious Studies

- **Mark Naden**
  - Director of Learners

- **Louise Hyland**
  - Director of Learning Content

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**Updated:** January 2020