

## POSITION DESCRIPTION

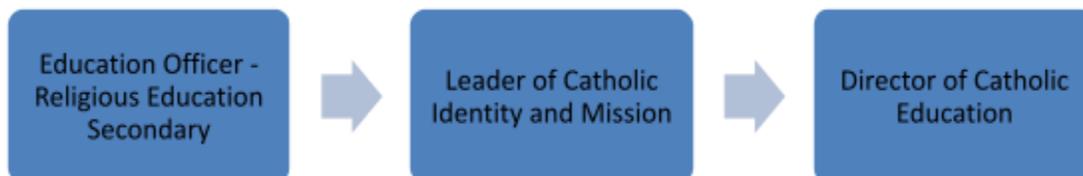
<b>POSITION TITLE</b>	Education Officer - Religious Education (Secondary)
<b>LOCATION</b>	Catholic Education Office
<b>DEPARTMENT</b>	Catholic Identity and Mission
<b>POSITION DESCRIPTION LAST REVIEWED</b>	December 2025

### **POSITION SUMMARY**

The Education Officer: Religious Education (Secondary) is an integral member of the Catholic Identity and Mission Team, who together work in partnership to achieve the broader goals of the Diocese of Darwin.

The Education Officer provides expert professional support to school leaders and teaching staff to promote increased excellence and engagement in Religious Education. This role is instrumental in ensuring that instruction, assessment, and reporting across the core curricula – Journey in Faith, Made in the Image of God, and the SACE Spiritualities, Religion and Meaning—utilise contemporary pedagogical approaches to deliver meaningful, high-quality, and enlivened learning experiences for students.

### **REPORTING LINES**



### **KEY RESPONSIBILITIES**

#### **Catholic Identity & Mission**

- Promote and uphold the values, principles and ethos of Catholic education.
- Contribute through shared leadership to the development and implementation of Strategic Directions across the Catholic Education Northern Territory community.
- Provide support to assist leaders in the expression of Catholic mission and identity in their schools.
- Plan and implement prayer, liturgy and faith formation experiences for teachers in Catholic schools within the Diocese of Darwin in collaboration with the Leader: Catholic Identity and Mission at CENT and external providers.
- Supporting teacher professional growth by encouraging further studies in Leadership, Theology and/or Religious Education.

#### **Curriculum, Pedagogy & Assessment**

- Provide in school support for Assistant Principal Religious Education (APREs), Religious Education Coordinators (RECs) and teachers of Religious Education to effectively embed the Journey in Faith, Made in the Image of God and the SACE Spiritualities, Religion and Meaning curriculums.
- Collaborate with the Education Officer (Primary) and the Leader of Catholic Identity and Mission to ensure the continuity of curriculum delivery and pedagogical approach from Transition to Year 12, including the smooth transition of students from non-Catholic schools.

- Work productively and collaboratively across CENT to integrate the effective use of system and classroom data to inform teaching and learning practices.
- Collating and developing resources and curriculum advice to support secondary Religious Education programs.
- Support the Aboriginal Catholic Community Schools in the planning and implementation of culturally and contextually appropriate Religious Education pathways for secondary students.
- Building capacity of school staff in using and applying the CENT Pedagogical & Instructional Framework.
- Support secondary school teachers in their capacity to deliver data informed, engaging and appropriate teaching and assessment.
- Coordinate and facilitate moderation processes for Religious Education subjects to ensure consistency and equity in the application of achievement standards and student assessment across all schools.
- Collaborate with school APRE/REC's and NTCET coordinators to monitor progress, ensuring all requirements for SACE subjects are met.
- Contribute to the APRE/ REC Network, by collating and developing resources and providing curriculum advice to support secondary Religious Education programs.
- Maintain personal and professional currency regarding the policies and requirements of both NTCET and SACE.

### **SELECTION CRITERIA**

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

- Practicing Catholic who can demonstrate active participation in a Eucharistic community and commitment to Catholic Education.
- Knowledge of current developments and trends in Religious Education teaching and learning.
- Demonstrated experience in successful classroom teaching and learning in Religious Education.
- Capacity to contribute as a team member and to work independently in achieving identified strategies and goals.
- Proven capacity to work effectively and collaboratively with Principals, APRE's and staff in schools as well as with other professional colleagues.
- Communication skills of a high order, clear record of effective task completion and self-reliance.
- Eligibility for registration as a Teacher in the Northern Territory.
- Eligibility for the Northern Territory Working with Children Card and NT Driver's License.

### **DESIRABLE CRITERIA**

- Understanding of the particular teaching and learning context of Catholic schools in the Northern Territory.
- Good understanding of the structure and operation of Catholic Education, the Catholic Education Office and schools.
- Completion of Masters of Theology, Leadership or Religious Education or an intention to participate in ongoing study towards qualifications.
- Proven capacity to work effectively as a team member.
- Well-developed interpersonal skills and the capacity to relate to a wide range of people.

### **Workplace Health and Safety**

It is the employee's responsibility to:

- Perform work at all times in a safe manner and comply with all workplace safety standards, policies and procedures.
- Take reasonable care to ensure their own safety and not place others at risk by any act or omission.
- Actively engage in the consultation process and take part in WHS risk management programs to improve safety.
- Adhere to workplace health and safety legislation, policies and procedures and Sharers of the Vision.

### **Safeguarding children and vulnerable adults:**

Catholic Education Northern Territory requires all of its employees to abide by its policies on safeguarding and promoting the safety and wellbeing of all children, young people and vulnerable adults. This position is for child-related work and as such, you must obtain and retain a Working with Children Check from Screening Assessment for Employment – Northern Territory (SAFE NT).

### **Additional Information**

- The Catholic Education Office is committed to working in partnership with schools and their communities to assist them to provide the highest quality education for students attending Catholic schools in the Northern Territory.
- This position will require travel throughout the Northern Territory in light aircraft and 4WD and preparedness to stay in a range of accommodation available to visiting staff in remote communities.
- All employees of the CEO Northern Territory are required to adhere to Workplace Health and Safety policies and legislation and 'Sharers of the Vision' code of conduct.
- This position may require some work and travel outside normal business hours.