

The Catholic Institute of Aotearoa New Zealand Position Description – Resource Developer (NCRS)

Position Title:	Religious Education Resource Developer
Nature of Position:	The position is full time, permanent
Agreement for service with:	The Catholic Institute of Aotearoa New Zealand - NCRS
Starting date:	January 2019
Accountability:	To the Director NCRS and the Director TCI
Key Relationships:	Director NCRS, Director of TCI Any other NCRS RE Curriculum Resource Developer(s) Diocesan Religious Education Advisers Catholic School Principals, DRS/HODs and RE Teachers

EXPERIENCE AND QUALIFICATIONS

The applicant is expected to have:

- Proven experience and passion for effective Religious Education in Aotearoa NZ Catholic schools. (Including, a desire to support students in encountering Jesus through RE.)
- NZ Teacher Registration.
- At least 5 years teaching experience and/or leadership in RE at the secondary level.
 - Experience of primary RE curriculum is also desirable.
- Tertiary qualification/s in Theology and/or Religious Education, or equivalent.
- An appropriate level of Catholic Special Character or Religious Education Certification
- Ability to create high-quality, attractive resources.
 - Expertise in MSWord and PowerPoint (at least version 2013) is desirable. (Training may be provided.)
- Ability or capacity to utilise appropriate technology in support of NCRS work.
 - Familiarity with cloud-based products such as Google, Office365, Kahoot etc.
 - Ability to maintain basic web-sites, or be prepared to accept training to do so.
 - Some experience in this area is desirable.
- Ability to work well independently and within a small team, to contribute to the planning and direction of NCRS and to manage a range of projects and tasks as required.

THE ROLE

Under the direction of the Director NCRS, the Resource Developer is primarily responsible for the design and provision of quality educational resources to support RE curricula, particularly at the secondary school level. The Resource Developer will also help develop and resource emerging new curricula concepts for schools, as well as faith formation material for parishes.

Tasks will involve:

- Writing of resources and development of other forms of support materials (digital, aural, visual, etc.)
 - Resources will include creating attractive, engaging, accurate and effective material to support teaching and learning in RE. This will require a high level of competence with MSWord and the ability to utilise appropriate web-based products.
- The maintenance and development of digital resources on NCRS's *FaithCentral* website and/or other such sites. (Some training will be made available.)
 - Maintenance will include tasks such as fixing broken links and keeping information current.
 - Development will include finding new, appropriate links and adding them to the relevant areas of the site. It will also involve posting material created by the NCRS team.
 - NB. This is not a top-tier web-master role. That level of expertise is currently contracted out.
- Participation as part of the NCRS team in the journey towards a new, year 1-13 RE curriculum. This will require a high level of knowledge and understanding of current curricula – particularly "Understanding Faith".

LOCATION AND SUPPORT

The Resource Developer will be located at a mutually agreed site and will be expected to travel as required for key meetings. On-line meetings will take place regularly.

In liaison with the Director NCRS the Resource Developer will be provided with a PC laptop, appropriate software and other office materials to undertake the role.

APPLICATION PROCESS

Applicants are asked to submit:

- A full Curriculum Vitae
- A personal statement on the significance of Religious Education for Catholic schools, correlating with what the applicant would bring to the role of RE Resource Developer for NCRS.
- At least 5 examples of quality RE resources made by the applicant. (This may include attached files and/or digital links.)

Applications are to be e-mailed to:

- Colin MacLeod, Director NCRS – c.macleod@tci.ac.nz

Closing date for applications is **Friday, September 28th 2018**

KEY TASKS (Framework)	% OF TIME	EXPECTATIONS (Content)
Developing resources to support and supplement the Secondary RE Curriculum	65%	<ul style="list-style-type: none"> • Collaborate in the development of a work plan with clear objectives as to what resource is to be developed by when • Research possibilities for specific resource development • Develop and test curriculum support resources; • Advise NCRS of any problems or delays as and when they arise; • Maintain and develop FaithCentral • Provide advice, suggesting changes / developments to the agreed plan as necessary as the work proceeds • Other duties as may be required from time to time by the Director NCRS
Developing resources for non-school related Religious Education and/or Faith Formation	20%	<ul style="list-style-type: none"> • Develop and/or support key projects that can be used with parishes to support faith formation. (Such as Walk by Faith, or Parish/Primary RE material.)
Communication with NCRS and other stakeholders.	15%	<ul style="list-style-type: none"> • Participate in meetings relating to the NCRS Resource Development role • Participate in regular (weekly) phone / Zoom conversations with the NCRS Director • Collaborate in the development of a new, year 1-13 RE Curriculum as part of the NCRS team • Participate in TCI staff meetings/gatherings as required by the Director NCRS and Director TCI
SKILLS NEEDED		<ul style="list-style-type: none"> • Fluency with current RE curricula • A high work ethic and ability to meet deadlines • Ability to work independently and in a team • Creativity and enthusiasm • Communication with stakeholders • Ability to synthesize and present ideas • Technical I.T. competency and/or capacity • Attention to detail
ACCOUNTABILITY		<ul style="list-style-type: none"> • Regular reporting directly to the Director NCRS
KEY RESULTS <i>(What success will look like)</i>		<ul style="list-style-type: none"> • Quality, timely resources on NCRS web-site/s • Positive, dynamic relationships within the NCRS team • Effective participation in curriculum development

DECISION MAKING AUTHORITY AND FINANCIAL DIMENSIONS:

- All expenditure decisions are to be made in collaboration with, and approved by, the Director NCRS and are to be in line with the Catholic Institute's policies and procedures.
- Expenditure is to be approved with the Director NCRS before being actioned.
- Approved expenditure will be reimbursed upon presentation of receipts.
- Office expenses (computer, phone, rental) are to be agreed at the outset of the agreement and adhered to thereafter.

MANDATORY QUALIFICATIONS:

- NZ Registered Teacher
- Teaching experience at secondary level or Year 7-8 level in a Catholic College (Yr7-13)
- Foundational RE/Theology qualification (Certificate level minimum)
- An appropriate level of Catholic Special Character or Religious Education Certification

A willingness to participate in further education is also an expectation