

EDUCATION OFFICER

Mary MacKillop Heritage Centre East Melbourne

To commence now or at the start of 2024

PART-TIME, minimum 3 DAYS PER WEEK with option to work FULL-TIME

About us

Founded in 1866 by Saint Mary MacKillop and Fr Julian Tenison Woods, the Sisters of Saint Joseph of the Sacred Heart (SOSJ) operates as a registered charity with central offices in Sydney, regional offices across Australia and offices in New Zealand and Ireland and a presence in some other countries. The Mary MacKillop Heritage Centre (MMHC or the Centre) is based in East Melbourne, Victoria and more information about the Centre can be found here: www.mmhc.org.au/

About the role

The Education Officer is responsible for teaching class groups; developing relevant education programs, activities and curriculum; arranging personal development opportunities for teachers and community members and collecting relevant school-based data.

The role works closely with the other educators at the Centre. This position is for a minimum 3 days per week with days of work to be agreed and may have to option to work full time. Ideally, the candidate would be able to offer some flexibility to meet the Centre's needs.

Responsibilities include:

- Teaching class groups of P to Year 12 students in a variety of contexts and facilitate museum tours.
- In collaboration with the education team, implement and evaluate programs and activities for students based on the Victorian curriculum, Religious Education guidelines and priorities of MMHC as well as faith formation programs for staff in schools.
- Maintaining professional networks and associations with education stakeholders and promoting network and partnerships arrangements.
- Contributing to the pilgrimage colloquium and the prayer and liturgical life of the Centre.
- Contributing to accountability reports through the provision of statistical data regarding school attendance and participation.
- Overseeing the development of primary and secondary school programs to align with Catholic Archdioceses Religious Education Frameworks.
- Developing, implementing and promoting spirituality and faith formation and Accreditation Programs related to Mary MacKillop and the Josephite charism for schools and other organisations that have an affiliation with the SOSJ.
- Assisting the Director with maintaining the Centres status as an external provider with Melbourne Archdiocese Catholic Schools (MACS), submitting MMHC staff programs to MACS for Accreditation and liaising with the Teacher Accreditation Platform (TAP).

About you

We are looking for an Education Officer with a passion for teaching and Religious Education. As a minimum, to be successful in this role you will need:

- Tertiary qualifications in education with wide experience in teaching and curriculum development in Catholic Schools or other relevant settings.
- A deep knowledge of and commitment to the values and ethos of the Catholic Church, Catholic Education, SOSJ and appreciation of Saint Mary MacKillop.
- Demonstrated sound knowledge, understanding and practice in teaching and learning (P – 12) and in particular of Religious Education guidelines and those areas of the curriculum appropriate to the Centre.
- Demonstrated experience in curriculum development including development of innovative teaching and learning strategies.

- Accredited to teach Religious Education.
- Current registration with the Victorian Institute of Teaching (VIT).
- Sound knowledge, understanding and practice using Religious Education guidelines and Victorian Curriculum to create meaningful, inspiring and innovative programs.
- ICT skills and skills in using Microsoft Word, Excel and PowerPoint.
- A postgraduate qualification in Religious Education would be desirable.

The application process

Applicants for this role are required to address the following five essential criteria as part of their application:

1. A deep knowledge of and commitment to the values and ethos of the Catholic faith and Catholic Education.
2. Sound knowledge, understanding and practice in teaching and learning (preferably P - 12), and in the Australian Curriculum appropriate to the Centre.
3. Demonstrated experience in curriculum development including development of innovative teaching and learning strategies in religious education.
4. Well-developed interpersonal and project management skills including skills in written and verbal communication, organisational and information and communications technologies.
5. Ability to work co-operatively and flexibly, independently and in a team, in planning and classroom presentations.

For further information about the Sisters of Saint Joseph, please visit www.sosj.org.au. For more information about the role or to request a position description, please contact hr@sosj.org.au. Applications, comprising a cover letter, resume and document addressing the five selection criteria as outlined above, preference for part-time or full time work, should be submitted to hr@sosj.org.au by **COB 3 Nov 2023**.