

# SRE Teacher Position Description

This document outlines the range of tasks and responsibilities of a High School Special Religious Education (SRE) Teacher employed by Generate. The specific tasks of an employed Generate Teacher are to be determined by consultation with the local SRE Board, the Teacher, the School and Generate.

## 1 Applicable legislation and policies

The Board, Teacher, School and Generate should all be aware of the specifics of the tasks the employed Teacher is being asked to perform and any relevant legislation or policies that govern them.

### 1.1 Special Religious Education

Special Religious Education (SRE) is taught under [Section 32 of the NSW Education Act \(1990\)](#) and governed by the Department of Education's [Religious Education Policy](#). The implementation of SRE is determined by the Department of Education's [Special Religious Education Procedures](#).

All activities undertaken as part of SRE must comply with these and any other applicable Department of Education policies and procedures.

### 1.2 Voluntary Christian Groups in School

Voluntary Student Christian groups, such as lunchtime groups and prayer groups, can operate in a School at the discretion of the School Principal. The implementation of Voluntary Student Christian Groups is governed by the Department of Education's [Other activities of a Religious Nature implementation document](#) and informed by the [Controversial Issues in Schools procedures document](#).

These groups are mentioned in the [Special Religious Education Procedures](#) as *Voluntary student activities of a religious nature in Schools* and specified as not being part of SRE. Guidelines are provided to Principals for their implementation. The [Voluntary Activities](#) page of the Department of Education website outlines what these Voluntary Christian Groups might entail.

Where practicable these groups should be registered with SU NSW and comply with their policies and procedures, as well as all Department Education guidelines.

### 1.3 School Community Support

At the invitation of the Principal and with the approval of the local SRE Board, this role may include supporting the School community in a variety of ways. All such engagement with the School community is by the invitation of the Principal, operates under their authority, and must comply with Department of Education policies and procedures. These activities are not part of the implementation of Special Religious Education. It is strongly advised there is first consultation with Generate before committing to any of these roles in the School in terms of risk management and role appropriateness.

## 2 Special Religious Education Duties

### 2.1 Classroom SRE

- Teach quality SRE using authorised and endorsed curriculum material, applied and adapted to the context and learning needs of the specific students.
- Develop and prepare lesson plans and student material in compliance with a curriculum and teaching materials authorised by an SRE provider and endorsed by Generate.
- Develop lessons that engage intentionally with different personality types and learning preferences.

- Keep accurate records of students consistent with the policy of the School (including attendance and disciplinary records)
- Manage classes according to any School discipline policy and as directed by the Principal or delegate, including classroom Teacher, so as to promote the wellbeing of students.

## 2.2 SRE Seminars

- Coordinate seminar style SRE for stages/year groups that do not have regular classes, in compliance with Department of Education policies.
- Develop or source SRE seminar material in compliance with a curriculum and teaching materials authorised by an SRE provider and endorsed by Generate.
- Work with the School Executive to provide appropriate times to run regular seminars.
- Work with local churches to develop a strategy to resource and deliver regular seminars, ensuring all Volunteers are appropriately authorised by an SRE Provider.

## 2.3 SRE Volunteer Coordination

- Recruit, supervise and support Volunteer Teachers who would support the delivery of SRE in the School.
- Ensure SRE Volunteers comply with all Department of Education requirements, and fulfil all requirements of their authorising SRE Provider, including training and curriculum requirements.
- Where appropriate, assist the Board in working with School Executives to determine available time slots to teach SRE.
- Provide pastoral and professional support and assistance with professional development for Volunteer SRE Teachers.

## 2.4 SRE Organisation

- With the consent of the Principal, inform the School community as to the nature, purpose and value of SRE through means such as; Parent Information Sessions, School Newsletters and School Websites.
- In consultation with the Board, consult with the School (ideally in Term 3) regarding arrangements for SRE for the following year including proposed classes/seminars and any timetabling changes.
- In consultation with the Board, follow up with the School enrolment processes for SRE for new students (especially Year 7) and ensure that Participation Letters and other information are provided to families, for example, as part of enrolment packs.
- Offer to be available to promote SRE at Orientation Days and Information Sessions in consultation with the School.
- In consultation with the Board, follow up with the School Executive and front office as to what procedures are in place to ensure that outstanding Participation Letters are followed up in a timely manner to ensure maximum enrolment of students in SRE.

# 3 Voluntary Christian Groups at School

- Help to coordinate and participate in the voluntary Christian group/s administered by the local churches and/or SU NSW in the School, such as lunchtime groups, prayer groups, discussion groups, breakfast groups.
- Plan and develop student leadership in and through the voluntary Christian group/s.
- Plan and coordinate possible lunchtime, after School or evening School events in close liaison with the School Principal, local Board, and Generate.
- Coordinate and/or participate in any community and/or Teacher prayer meetings for the School.

## 4 School Community Support

Per 1.3 above, at the invitation of the Principal and with the approval of the local Board, the Teacher may participate in agreed School community support roles. It is advised that there is close consultation with Generate and your Field Development Manager before committing to any of these roles in the School to aid in assessing risk management and role appropriateness.

## 5 Church Engagement and Networking

- Partner and serve with local youth ministers, youth leaders, youth groups, in the School/s, facilitating the appropriate involvement of members/staff of local churches as Volunteer SRE Teachers and Voluntary Christian Group assistants, ensuring that all authorisation and registration requirements are in place.
- Deliver presentations and participate in interviews at local Church services to promote SRE and the ministry of your Board.
- Liaise with the Primary School SRE Coordinator/s and Teachers in your area and possibly teach some Year 6 SRE classes at feeder Primary Schools to better link Primary School students to High School ministry, in particular Year 6 and prospective Year 7 students.
- Work with Board members, local ministers and other interested parties, to help facilitate the funding of SRE, in particular at local Church services.
- Regularly attend SRE Board meetings, as agreed with the Board, to report on activities and needs in the SRE program, and to contribute to relevant discussions and fundraising initiatives as requested.
- Provide regular updates and prayer points for the Board's supporters' newsletter or similar.
- Be involved in the major supporter and fundraising events for the year, such as: Commissioning Service, Prayer Breakfast/s, Annual Fundraising Event/s, Supporters' Thankyou Supper. [N.B. This will require some after hours and weekend work]
- Oversee a regular Prayer Meeting focused on the School/s for parents and other interested persons.

## 6 Professional Development

- Complete an annual Professional Development Plan, including attending Generate Training Days and Conferences as well as supporting any local opportunities for professional development.
- Attend regular Generate network meetings for the purpose of sharing experiences, learning from each other, sharing resources and prayer.
- Participate in Department of Education training as required, such as Child Protection Awareness, Anaphylaxis training and Code of Conduct.

## 7 Compliance

- Maintain all compliance requirements for an SRE Teacher as required by the Government, Department of Education, authorising SRE Provider, and Generate.
- Ensure that individual Working With Children Check and personal authorisation are renewed in a timely fashion and are always up-to-date and current.
- In cooperation with the Board, ensure that Letters of Authorisation are up-to-date and received by School/s prior to the commencement of SRE at the beginning of Term 1 and when any information needs to be updated on the form, such as changes to Volunteers.