



STAFF IN CATHOLIC SCHOOLS

Scope: This policy applies to all staff employed in Catholic kindergartens, schools and colleges and outside school hours care centres conducted by Catholic Education - Diocese of Rockhampton (referred to as Catholic Education in the document).

1. POLICY STATEMENT

A Catholic school is a ministry of the Catholic Church. Every staff member in a Catholic school has a responsibility to uphold the ethos and values of the Catholic school, to witness the values of Catholic Education and the mission of Jesus Christ.

2. DESCRIPTION

All staff in a Catholic school are commissioned in their ministry by the Bishop. The Church calls them to share in passing on the message of Jesus Christ.

Staff in Catholic schools have a duty of care to students and are entrusted with their care. Staff are called to minister to students through witness to their faith and commitment to living the Good News.

The nature of this ministry is to be clearly identified along with suitable guidelines and procedures for the employment and accreditation of teachers and the continuing support for the formation of all staff in Catholic schools.

This policy clarifies the expectations placed on staff in Catholic schools.

3. IMPLEMENTATION ISSUES

1. Catholic Education, Diocese of Rockhampton provides clear expectations regarding the nature and purpose of Catholic Education to prospective employees. These expectations are restated throughout the employment period.
2. A suitable induction program is provided (at system and/or school level) for new staff.
3. A variety of opportunities will be provided for all staff to grow in their personal faith and to be involved with their faith community.
4. Teachers are made aware of the process and guidelines for *Accreditation to Teach in a Catholic School* and/or *Accreditation to Teach Religion in a Catholic School*.
5. All teaching staff within Catholic Education, Diocese of Rockhampton, will undertake a process of appraisal with validation on a regular basis. Catholic Education, Diocese of Rockhampton, will develop suitable guidelines and procedures.



6. Teachers, and where possible School Officers and Support Staff should be formally commissioned at the beginning of the year to enhance their understanding of their relationship with the Church.
7. Where possible, priority will be given to employing people who are practising Catholics.
8. The employing authority will provide clear expectations to the prospective employee when offering a position.
9. All staff will be familiar with the required compliance documentation before commencing employment.

4. REFLECTION MATERIAL

CATHOLIC EDUCATION POLICIES AND DOCUMENTS

- Diocese of Rockhampton ['An Encounter with Christ': Defining Features of Catholic Schools in the 21st Century](#) 2004
- [Code of Conduct](#) 2018
- [Student Protection Processes and Student Protection Guidelines](#) 2018
- [Integrity in Relationships](#) 2013 (Brochure)
- [Student Protection](#) 2013 (Brochure)

RESOURCES

- Congregation for Catholic Education *The Religious Dimension of Education In a Catholic School* St Paul's Publications 1988
- Doherty, T *So You're Working for the Diocese of Rockhampton* 2010
- Lokan, J. & McKenzie P. (eds) *Teacher Appraisal – Issues and Approaches*, Hawthorn, ACER
- Ministerial Council On Education, Employment Training And Youth Affairs *National Competencies Framework for Beginning Teachers* 2003
- Sherrif Probert *Appraisal for Professional Development* 2013
- Congregation for Catholic Education *The Catholic School* St Paul's Publications, paragraphs 7 and 8 1976
- Congregation for Catholic Education *The Catholic School On The Threshold Of The Third Millennium* St Paul's Publications 1998
- Treston, Kevin *Relationships between Vocation and Industrial Models of Teaching In a Catholic School*