

STAFF IN CATHOLIC SCHOOLS

Scope: This policy applies to all staff employed in Catholic kindergartens, schools and colleges (referred to as 'schools' in this document, unless indicated otherwise), conducted by Catholic Education - Diocese of Rockhampton (referred to as CEDR 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 to 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 of Rockhampton. 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.

This ministry is clearly identified through accompanying guidelines and procedures for the employment and formation of all staff.

3. IMPLEMENTATION ISSUES

1. Catholic Education – Diocese of Rockhampton (CEDR) 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 formation opportunities will be provided for all staff to grow in their personal faith and to deepen their understanding of the Catholic faith and its tradition.
4. The employing authority will provide clear expectations to the prospective employee as outlined in the 'Statement of Principles for Employment in Catholic schools' when offering a position.
5. All staff will read, understand and accept, as an explicit term of contract, the requirements of the 'Statement of Principles for Employment in Catholic schools'.
6. All staff will be familiar with the necessary compliance requirements before commencing employment.



7. A range of processes for self-appraisal and validation exist for all staff, that provide an occasion to identify strengths and opportunities, set goals and identify professional development needs.
8. 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*.
9. 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.
10. Priority is given to teachers who meet the accreditation requirements to *Teach in a Catholic School* and /or *Teach Religion in a School*. Where possible, priority will be given to employing people who are practising Catholics.

4. REFLECTION MATERIAL

CATHOLIC EDUCATION POLICIES AND DOCUMENTS

- [Staff Code of Conduct](#) v6 2024
- [Integrity in Relationships](#) 2019 (Brochure)
- [Statement of Principles for Employment in Catholic Schools](#)
- [Student Protection](#) 2025/04
- [Staff Formation](#) 2024/07
- [Student Protection Processes and Student Protection Guidelines](#) v12 2024
- [Student Protection](#) 2019 (Brochure)
- [Accreditation to Teach in a Catholic School](#) 2023/06
- [Accreditation to Teach Religion in a Catholic School](#) 2022/08
- Catholic Education Diocese of Rockhampton (2019) [Defining Features of Catholic Schools in the 21st Century](#)

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* 2013
- 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*