

'SHARERS OF THE VISION'

Expectations associated with working at the
Catholic Education Office Northern Territory



CATHOLIC DIOCESE OF DARWIN

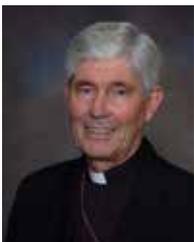
Dear Friends,

We acknowledge the history of the Sisters of Our Lady of the Sacred Heart in establishing schools throughout the Territory and we celebrate the continuing journey of faith of the people of God.

As participants in Catholic education I invite you to be open to where your journey will lead you and trust that your experience of Catholic education will enrich your relationships with God and with our sacred land.

We are called to model the life and teachings of Jesus as we give daily witness to the intrinsic value and uniqueness of each human person. This challenges us to get to know our colleagues and build trusting, respectful, and supportive relationships with all members of our community. We are also challenged to use our gifts of faith and knowledge to share wisdom and the love of learning and life with everyone.

May your contribution to Catholic education be based on a genuine thirsting for ultimate truth and the bringing forth of the Kingdom. May you and the community in which you work grow in faith and love.



God bless you in your endeavours,

A handwritten signature in cursive script that reads "Eugene Hurley".

Bishop Eugene Hurley
Bishop of the Diocese of Darwin.



Working at the Catholic Education Office Northern Territory

Contents

	Sharers of the Vision	1
	Vision and Mission Statement	2
1.0	Responsibilities of the Employing Authority to the Staff Member	3
2.0	Responsibilities of the Staff Member to the Employing Authority	4
3.0	Commitment to the Church's Mission in Catholic Education	5
4.0	Commitment to Pastoral Care	6
5.0	Collaboration with Parishes	7
6.0	Responsibilities to the Broader Community	8

Expectations of all staff working in the Catholic Education Office of the Northern Territory

The Catholic Education Office exists for only one reason – to provide support, resources and shared leadership with our schools for the children in our care and the communities we serve. In this role we are the visible face of the Church in the Northern Territory. We are part of an extraordinary, unique and modern history. We have an important and shared responsibility for all staff to be inducted into our history, our ethos and our traditions. 'Sharers of the Vision' is a key component of induction. It provides clear expectations of the roles and responsibilities of all staff in the Catholic Education Office, Darwin. Our role requires an explicit understanding of what is written. There is a mutual responsibility among members of staff to purposefully use this document and to review it annually.

"True Education aims at the formation of the human person. The person of each individual human being, in his or her material and spiritual needs, is at the heart of Christ's teaching: this is why the promotion of the human person is the goal of the Catholic School."

Source: John Paul II, Address to the First National Meeting of the Catholic School in Italy, L'Osservatore Romano, 24 November 1991.

This is the heart of the matter – staff, students, family.

A handwritten signature in black ink that reads "Michael Avery".

Michael Avery
Director of Catholic Education
Diocese of Darwin

OUR VISION

We, the staff of the Catholic Education Office of the Northern Territory, share our journey in faith as followers of Jesus through our service to each other, our schools, parishes and the wider community.

OUR MISSION

Faith: We share and grow by celebrating our faith in prayer and reflection, encouraging and caring for each other and all those we serve, acting with truth, integrity, respect, trust and compassion.

Service: We foster positive relationships with our school communities through our commitment to maintaining and enhancing quality support and service.

Collaboration: We work collaboratively to ensure continuous growth in all our professional and personal dealings.

Diversity: We value and use our diverse gifts, talents and experiences to shape our future.

Generosity: We come together generous of heart and of time in a spirit of camaraderie, empathy and mutual support.

1.0 Responsibilities of the Employing Authority to the Staff Member

The employing authority acknowledges the co-operative professional relationship between it and the staff member.

Therefore, the employing authority commits to:

- 1.1 Providing a formal letter of appointment and a role description or role specifications and requirements;
- 1.2 Making available copies of relevant policy documents, Diocesan policies, regulations and awards as appropriate;
- 1.3 Providing a staff handbook (or equivalent) which describes general organisational details and expectations of professional staff;
- 1.4 Ensuring all staff undertake Probation and Formation Review (a professional improvement cycle) as appropriate;
- 1.5 Encouraging and providing opportunities for all staff to participate in the faith life of the Catholic Education Office;
- 1.6 Providing a supportive and professional environment with excellent standards of professional service to schools;
- 1.7 Using collaborative processes of decision making, where appropriate;
- 1.8 Providing effective communication processes for all staff members;
- 1.9 Providing and maintaining a safe and healthy working environment;
- 1.10 Promoting equity in employment;
- 1.11 Establishing workplace relations that value communication, consultation, co-operation and input from staff on matters that affect their workplace;
- 1.12 Providing a safe and healthy workplace in accordance with legislative requirements.

2.0 Responsibilities of the Staff Member to the Employing Authority

The staff member acknowledges a co-operative professional relationship with the employing authority, schools and colleges.

Therefore, the staff member:

- 2.1 Is open and truthful when making statements about experience, qualifications and competencies;
- 2.2 Accepts contractual, probation and Formation Review commitments in accordance with relevant policies*, awards and agreements;
- 2.3 Supports and complies with the development and implementation of Diocesan and school policies*, Acts and regulations; including taking responsibility for meeting Teacher Registration and Working With Children requirements, and completing mandatory training.
- 2.4 Provides a high standard of professional service and appropriate personal presentation;
- 2.5 Models a public lifestyle that provides a positive witness commensurate with Catholic teaching and practice;
- 2.6 Acknowledges and supports the advisory role of School Boards;
- 2.7 Accepts personal responsibility for development as a professional;
- 2.8 Accepts and never detracts from the Catholicity of Catholic education, schools and the faith centred upon Jesus Christ;
- 2.9 Creates an environment which fosters and encourages change, growth and trust;
- 2.10 Treats others with respect and dignity;
- 2.11 Creates a community in which the staff member collaborates with gentleness as a sign they value other colleagues;
- 2.12 Takes reasonable care of their own safety and the safety of all persons who may be affected by their acts in the workplace;
- 2.13 Demonstrates initiative in improving their knowledge, skills and abilities;
- 2.14 Demonstrates and models learning and growth in faith as a life-long and life-giving process;
- 2.15 Displays a commitment to the personal wellbeing and care of self.

*Note: * Relevant Policies may include: School/ Diocesan/CEC/NCEC/Orders/Congregations/ Government*

3.0 Commitment to the Church's Mission in Catholic Education

Staff working in the Catholic Education Office show, in their professional and personal life, a commitment to the Church's mission in Catholic Education.

- Therefore, the staff member:
- 3.1 Accepts, supports and promotes the values and principles of Catholic education within the mission of the Church;
 - 3.2 Recognises and celebrates the rich and unfolding story of the Catholic Church and Catholic education within the Parish and the Diocese;
 - 3.3 Participates actively in the development and realisation of Catholic education's vision and mission;
 - 3.4 Contributes to the ongoing formation of Catholic education as a faith-enriched community with the Eucharist as its centre and Christ as its model;
 - 3.5 Strives, through their values and example, to develop an understanding and acceptance of Catholic teachings, values and practices and the following of the Person of Christ;
 - 3.6 Helps others to integrate faith and culture in their daily lives, within a changing world, in the light of the Gospel message of love, truth and freedom;
 - 3.7 Develops and maintains an adequate understanding of the implications of Catholic teachings for everyday life;
 - 3.8 Strives to live out her/his personal vocational commitment as a staff member in a community of colleagues and in an atmosphere of trust, mutual respect, loyalty, integrity and truthfulness;
 - 3.9 Strives to maintain a healthy balance between personal and professional areas of her/his life.

Working in an environment where the Christian ethos of sharing, forgiveness and appreciation underlies the vision of and relationships within, the community.

4.0 Commitment to Pastoral Care

Staff working in the Catholic Education Office perform an essential personal role in the teaching ministry of the Catholic Church, which goes beyond the need for professional skills and competence. Staff bring to the office a realisation and knowledge of the richness and joy of a life lived in accordance with Gospel values.



Therefore, the staff member:

- 4.1 Encourages an environment which promotes the spiritual, physical, emotional, social, cultural and intellectual well-being of colleagues;
- 4.2 Exercises a duty of care towards colleagues, consistent with Catholic education policy and Diocesan policy, as well as community expectations;
- 4.3 Is sensitive to others' religious, social and cultural backgrounds and affirms the richness of this diversity;
- 4.4 Recognises, values and protects the uniqueness, potential and dignity of colleagues and their right to privacy and confidentiality;
- 4.5 Is committed to justice and equity for all colleagues;
- 4.6 Creates relationships with colleagues which are based on trust, honesty and integrity;
- 4.7 Treats others fairly, acknowledging each person is unique in the eyes of God.

5.0 Collaboration with Parishes

Staff working in the Catholic Education Office recognise that the Office and Catholic schools operate under the auspices of the Bishop of the Diocese of Darwin. They recognise that the Clergy and religious assist in the development of staff as people who are open to the local faith community (the Parish), the wider community of the Church, and the world.

Therefore, the staff member:

- 5.1 Recognises, appreciates and promotes the role of the Parish in the nature of Catholic education and promotes, where appropriate, the continuing interaction between the Catholic community and the wider Christian community;
- 5.2 Recognises and supports, where appropriate, the involvement of Catholic education in the sacramental life of the local faith community;
- 5.3 Understands the role of the Bishop as employer and the Bishop's role as leader of the Catholic Church in the Northern Territory;
- 5.4 Understands the role of the Parish Priest and the Priest's role as pastor and/or chaplain;
- 5.5 Welcomes and supports priests, religious and chaplaincy services, with Catholic education as integral to the holistic development of colleagues, schools, students and the community.



"Today people listen more willingly to witness than to teachers, and if they listen to teachers, it is precisely because they are witnesses."

Pope Paul VI, Proclaiming the Good News 1975

6.0 Responsibilities to the Broader Community

The Catholic Education Office and Catholic schools are a community of faith and service where staff seek to develop Christian values which include respect for self and others, equality, integrity, participation and the pursuit of truth.



Therefore, the staff member:

- 6.1 Promotes co-operation among all agencies and professionals, working in the best interests of all;
- 6.2 Provides a professional service which is attentive to the needs of the community;
- 6.3 Develops, by precept and example, a respect for our nation and its laws and policies which protect and promote the wellbeing of colleagues, schools and the community.



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