

Role Title:	CEIS Teacher (<i>CEIS: Christian Education in Schools</i>)
Department/ Team:	Relevant geographical zone
Location:	Various areas
Reports to:	Field Development Manager (via the CEIS Coordinator, if applicable)

SU Australia’s Vision & Mission

SU Australia is an interdenominational Christian movement committed to supporting children, young people and their families to discover life through the provision of school chaplaincy services, camps, community-based missions, schools ministry, and at-risk youth programs. SU Australia also offers nationally recognised training programs in youth work through the SU Institute of Training (RTO 30548).

SU Australia is part of the worldwide Scripture Union movement, a movement of Christians working with churches to make God’s Good News known to children, young people, and families and to encourage people of all ages to meet God daily through Bible reading and prayer. (su.org.au)

SU Australia is a charitable 'limited by guarantee' not-for-profit organisation comprising more than 1,000 staff and thousands of volunteers, working with churches, and serving in communities in all states and territories across Australia.

All SU Australia staff and volunteers are empowered and equipped to champion a child safe culture and are committed to the highest standards of safety and care in our work with children, young people, and families.

Purpose of Role

The CEIS Teacher works in collaboration with the CEIS Coordinator and the CEIS board. The incumbent is responsible for preparing and distributing lesson plans and student materials in compliance with an approved curriculum, and teaching CEIS in a high-quality manner to meet the needs of the students. The CEIS Teacher assists with the training, support and leadership of CEIS volunteers. The incumbent will also build networks with local churches to promote CEIS and support funding of CEIS in the local area.

The incumbent will contribute to the nurturing of a child safe culture and working environment.

Key Relationships

Internal Stakeholders	<ul style="list-style-type: none"> ● Field Development Manager ● CEIS Coordinator ● SRE volunteers ● SU field ministry workers
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	<ul style="list-style-type: none"> ● National Director, Religious Education in Schools ● Regional Director ● SU Equip team
External Stakeholders	<ul style="list-style-type: none"> ● CEIS and/or SRE Board ● School Principal/s, school line management and other school staff ● Local church leaders

Key Accountabilities *(The specific duties undertaken by each incumbent may vary depending on the needs of the CEIS Board, the school/s and SU).*

Accountability areas	Responsibilities
1. Classroom CEIS practice	<ul style="list-style-type: none"> • Teach quality SRE sessions using authorised and endorsed material, applied and adapted to the context and learning needs of the specific students. • Prepare lesson plans and student material in compliance with a curriculum and teaching materials authorised by CEIS and endorsed by SU.
2. Presentations and Student Groups	<ul style="list-style-type: none"> • Coordinate larger or whole school presentations, if necessary, in cooperation with authorised local church volunteers and in compliance with policies of the relevant Department of Education. • Liaise with the School Principal to establish lunchtime and/or prayer groups in the school/s at the principal's discretion, encouraging student leadership in these groups where possible.
3. Volunteer Guidance	<ul style="list-style-type: none"> • Assist with volunteer training, support and leadership through each school term in regard to the term session delivery, team management and leader development. • Lead the CEIS sessions across participating schools whilst guiding and assisting volunteers as needed (and identifying other potential team leaders). • Build rapport, nurture and encourage individual volunteers, emerging leaders and church partnership teams.
4. Term Communications	<ul style="list-style-type: none"> • Assist with school liaison to maintain or establish CEIS sessions, including term bookings, pre/post session liaison and follow-up any other specific requirements. • Build a positive relationship with schools while maintaining a professional rapport & teaching approach. • Assist in the provision of term information, prayer points and session details for respective volunteers, teams and supporters.
5. Church networking	<ul style="list-style-type: none"> • Liaise between churches in the catchment area. • Deliver presentations and participate in interviews at local church services to promote CEIS as directed by the CEIS board. • Work with CEIS Board members, local Ministers and other interested parties to support them in funding, supporting and partnering with CEIS.
6. Professional development	<ul style="list-style-type: none"> • Attend regular professional development opportunities, including SU Australia professional development. • Participate in training provided by the relevant Department of Education as required by the school/s.

7. CEIS and school compliance	<ul style="list-style-type: none"> • Maintain all compliance requirements for a CEIS Teacher as required by the relevant Department of Education and SU. • Ensure all compliance activities are completed prior to the start of the school year.
8. Team contribution	<ul style="list-style-type: none"> • Contribute to the immediate team and the broader teams in SU. • Participate in SU devotion activities including prayer retreats. • Contribute at team meetings. • Participate in wider organisation-based activities and learning opportunities. • Demonstrate behaviour in line with a child safe culture. • Comply with WHS requirements. • Protect own health and safety. • Protect the safety of others. Report hazards, risks and all incidents.

Qualifications and experience

- Diploma (High School roles) or Certificate IV (Primary School roles) of Theology/Ministry or higher (or progress towards)
- Education qualifications are desired (but not essential)
- Experience in preparing lesson plans and facilitating learning experiences for children (preferably with material of a Christian/Biblical nature)
- Personal, mature Christian faith with an ability to explain Christian doctrine and Biblical teaching to young people

Competencies

Competency areas	Definitions
Technical / Professional	<ul style="list-style-type: none"> • Ability to plan and deliver learning experiences to young people in an engaging manner. • Ability to network with external parties to promote CEIS and assist with fundraising activities.
Communication (verbal and written)	<p>Using effective interpersonal skills to present ideas and views to individuals or groups (including nonverbal communication). Targeting presentations to the characteristics and needs of the audience (should the role require giving presentations).</p> <p>Expressing ideas clearly in any written format (memo, email, and letter) with correct spelling, grammar and structure.</p>
Continuous improvement	<p>Using initiative to identify and suggest improvements to processes and procedures. Analysing options for procedural improvements and documenting outcomes.</p>
Customer service	<p>Making efforts to listen to and understand stakeholders (both internal and external). Anticipating stakeholders' needs and giving high priority to stakeholder satisfaction.</p>

Problem solving	Analysing problems effectively, evaluating alternative courses of action, exercising sound judgement and taking action in line with the level of authority of the role.
Rapport building	Proactively developing relationships in all settings relevant to your role, with people across all age groups and cultural backgrounds.
Self-management	<p>Managing one's own wellbeing and workplace behaviour in order to contribute to a positive culture within SU. This includes: Maintaining and promoting social, ethical and organisational norms in line with a Christian ethos, taking actions that indicate a consideration for the feelings and needs of others; being aware of the impact of one's own behaviour:</p> <ul style="list-style-type: none"> • Maintaining stable performance under pressure and managing one's own stress effectively; • Handling disappointment and/or rejection while maintaining effectiveness; • Demonstrating perseverance by staying with a plan of action until the desired objective is achieved or is no longer required; and • Being open to change and willing to adapt to new directions; adapting working style to blend with changes; and articulating workplace concerns in a respectful and constructive manner.
Teamwork	Active participation in team effectiveness. Taking actions that demonstrate consideration for the feelings and needs of others. Being aware of the effect of one's behaviour on others. Proactively developing relationships. Using appropriate interpersonal styles and methods to inspire, guide and persuade others toward goal achievement. Working independently to a high-performance standard when required.
Time management	Organising one's own workload to prioritise tasks appropriately and meet deadlines. Adjusting personal work routines to complete tasks required by others when necessary. Considering other people's needs when determining order of work to be completed. Being proactive.

Additional Requirements

SU Australia requires that the incumbent:

1. agree with, and agree to work under, the aims, beliefs and working principles of SU
2. be able to demonstrate a living and personal relationship with Jesus Christ
3. be able to show strong Christian character evidenced by servant leadership, valuing of people in general and marginalised people in particular
4. be a respectable member of a local Christian church we recognise
5. be in receipt of a current positive Working With Children Check for the purposes of child related employment
6. be willing to work under SU Australia's Conduct and Behaviour Standards

Developed by	People Services Team
Approved By	Group Manager, People Services
Effective Date	October 2024