A Catholic school has a responsibility in ensuring that the highest value is placed on leadership and vision in educating young people in the Church's mission of faith development.

The Director of Faith and Mission is a member of the College Leadership Team and shall be responsible to the Principal and work in close collaboration with the Deputy Principal – Teaching and Learning and the Religious Education Learning Area Leader in ensuring that Archdiocesan guidelines for Catholic Education are followed.

The Director of Faith and Mission will drive the connection of the College community to the charism of the De La Salle Brothers and Presentation Sisters as well as the College patron, St John the Evangelist.

The Director of Faith and Mission will work with the Deputy Principal – Student Engagement, Student Engagement Leaders, House Leaders and Learning Mentors to develop and organise a combination of Liturgical, Social Justice activities, retreat or reflection day experiences, and community service, as appropriate.

All people who carry out work in any capacity for MACS are required to acknowledge and accept that in the performance of their duties and responsibilities, they act consistently with the Statement of Mission and the Code of Conduct for MACS staff.

**KEY RELATIONSHIPS AND TENURE**

|  |  |
| --- | --- |
| **POSITION** | **DIRECTOR OF FAITH AND MISSION (POL 6)** |
| **TENURE** | 4 Years |
| **REPORTS TO** | PRINCIPAL |
| **KEY LIAISONS** | Leadership Team  Curriculum Leadership Team  Mission Team  Catholic Identity Committee  Religious Education Learning Area Leader  Years 7-9 Engagement and Wellbeing Leader  Years 10-12 Engagement and Wellbeing Leader  Social Justice Leader  House Leaders  Youth Minister  Parish Clergy |
|  |  |

**KEY RESPONSIBILITIES**

The specific responsibilities of the Director of Faith and Mission include:

* + - Faith Leadership and Development
    - Religious Education Leadership
    - Staff Development

# **LEADERSHIP OF SPECIFIC TEAMS**

The Director of Faith and Mission will lead:

* The Religious Education Learning Area in conjunction with the RE Learning Area Leader
* The Mission Team consisting of the RE Learning Area Leader, Social Justice Leader and the Youth

Minister

* The Catholic Identity Committee

# **MEMBERSHIP OF SPECIFIC TEAMS**

As a member of the **Leadership Team** the Director of Faith and Mission is involved in whole school strategic planning and shares in the day-to-day school administration and shares in the day-to-day school administration, staff development/performance management and decision making.

As a member of the **Curriculum Leadership Team** the Director of Faith and Mission will:

* Promote and drive the commitment to the MACS Vision for Instruction and St John’s Learning

Vision

* Maintain knowledge of contemporary learning, drawing on research, national and international

trends, to ensure that curriculum and pedagogy reflect current best practice

* Embrace opportunities to advocate for change if it is required
* Work collaboratively with fellow team members to decide on and then plan for the implementation

of any new initiatives that will be beneficial for student learning

# **FAITH LEADERSHIP AND DEVELOPMENT**

* + - Organise Liturgy, worship and reflection experiences for key College events
    - Enhance the Catholic Identity of St John’s through the identification, implementation and evaluation of goals and strategies aligned with our Mission Direction - “Faith in Education”
    - Liaise with the College Executive in relation to the organisation of the annual Staff Spirituality Day
    - Oversee the care of the Chapel
    - Oversee and mentor the work of the Social Justice Leader
    - Oversee and mentor the work of the Youth Minister
    - Assist Learning Mentors to lead daily prayer within homeroom groups
    - Foster the religious dimension of the creative arts, with particular attention to liturgical music and art
    - Oversee Social Justice and Project Compassion activities in the College and meet regularly with the Student Representative Council
    - Mentor the student Faith and Mission Captains
    - Recommend annual College theme and prepare related scriptural references and classroom resources
    - Co-ordinate the annual Sr Margaret Bellesini Staff award
    - Oversee planning of the bi-annual Cambodia Immersion, including conducting the selection and formation process for students in conjunction with the Principal
    - Liaise with the Principal on the selection process and application of staff attending the Cambodia Immersion
    - Attend Executive, Student Engagement Leaders Committee and Learning meetings as invited

**RELIGIOUS EDUCATION LEADERSHIP**

* Working with the Religious Education Learning Area Leader to foster the ongoing development, implementation and evaluation of Religious Education Curriculum.
* To ensure the Religious Education Curriculum reflects the College’s commitment to Visible Learning, innovative teaching practises, in response to student needs and current education practises.
* Supporting the Religious Education Learning Area Leader in the provision of advice and guidance to staff which ensures all programs and curriculum reflect the Catholic ethos of the College.
* Overseeing and chairing meetings related to retreats, social justice issues, and other relevant projects.

# **STAFF DEVELOPMENT**

* Lead, enliven and animate the charism of the De La Salle Brothers and Presentation Sisters within the College, including induction of new staff
* Lead and facilitate Professional Learning relating to faith and spirituality
* Work with the College Executive to ensure teaching staff gain and maintain Accreditation to Teach in a Catholic School and Accreditation to teach Religious Education and Lead in a Catholic School
* Promote reflective reading through the dissemination of appropriate journals, periodicals and magazines
* Assist with the induction of new staff
* Active participation in relevant MACS network groups
* Assist the Deputy Principal – Leaning and Teaching, Curriculum Leaders and all teaching staff in the communication and development of a culture of excellence
* Assist the Deputy Principal – Student Engagement, Engagement Leaders, and all staff in implementing and promoting a strong culture of Child Safety and Student Engagement

**OTHER DUTIES AND RESPONSIBILITIES**

The Director of Faith and Mission will:

* Share responsibility for the implementation of the Child Safety Policy and any Occupational Health and Safety policies and procedures in the workplace
* In conjunction with the Leadership Team, share responsibility for staff management
* Maintain effective liaison with all relevant personnel to ensure the effective sharing of information
* Any other duties as required by the Principal.

**CONDITIONS**

The Director of Faith and Mission is a POL 6 position and will attract a time release of 24 periods a cycle. The appointment is for 4 years. The incumbent will undertake a formal appraisal process during the third year of appointment. In the case of a positive review process, the option for a second 4 year term will be available to the incumbent. At the end of two terms, the position will be advertised.

Conditions are as per the Catholic Education Multi Employer Agreement 2022.

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee.

**KEY SELECTION CRITERIA**

Applicants are invited to address the following key criteria which reflect the leadership responsibilities and values expected of this senior role within a Catholic secondary school setting.

**Commitment to Catholic Identity**

A demonstrated understanding of and deep commitment to the Vision, Mission and Values of the College, as well as the ethos and principles of Catholic Education.

**Educational Leadership**

A strong record of excellence in teaching, with the ability to inspire and lead students and staff in a dynamic, inclusive, and caring learning environment.

**Contemporary Knowledge of Catholic Identity and Religious Education**

An awareness of the Enhancing Catholic Identity project and its application in the local context and an understanding of the most recent guidelines for Religious Education in the Archdiocese of Melbourne.

**Collaborative and Strategic Leadership**

Demonstrated experience in staff leadership and management, fostering a collaborative and inclusive culture that supports professional growth and shared responsibility.

**Communication and Interpersonal Skills**

Highly developed interpersonal and communication skills, with the capacity to build positive relationships and work effectively with students, staff, parents, and the broader community.

**Adaptability and Organisational Skills**

Proven ability to work independently and respond effectively to changing priorities, tight deadlines, and complex challenges in a leadership environment.

**Data Informed Practice**

Proficiency in the use of information and communication technologies to enhance administration, communication, and student learning outcomes. Demonstrated ability to utilise data to develop initiatives to further support and enhance Catholic Identity.

**QUALIFICATIONS**

In addition to their teaching qualifications, it is desirable for the Director of Faith and Mission to hold or be working towards:

* + - Formal Theology qualifications to minimum Bachelor degree level; or demonstrated experience in a similar role
    - The Director of Faith and Mission should be an active member of his/her Parish
    - Current VIT registration
    - Satisfactory National Criminal History Check and Working with Children Check