

Assistant Principal Faith and Mission Position Description



POL:	Assistant Principal
Time Release:	FTE 1.00 (with 24 Period Time Release)
Reporting to:	The Principal
Appointment Period:	3 years, commencing 2026 (Level 2.1)
Scope:	Whole of the school

About this role:

The position of Assistant Principal Faith and Mission is a senior leadership position in the College and is part of the Leadership Team, which consists of: Principal; Deputy Principal Learning and Wellbeing; Deputy Principal Learning and Teaching; Business Manager; Director of Senior Studies/Engagement Year 11-12; Director of Engagement Year 7-10; and Director of Student Growth.

The Assistant Principal of Faith and Mission shares co-responsibility with the Principal for the Catholic and Marist-Sion identity of the school. This involves working in collaboration with Marist Schools Australia (MSA), the Diocese of Sale (DOSCEL), St Mary's Cathedral clergy, the College's Leadership Team and staff and students of the College. Emphasis will be placed on the mission of the Catholic school in the Marist-Sion tradition, the prayer life of the school, the spiritual and faith formation of all members of the school community as reflected in our shared charism and heritage, social justice, and a strong Religious Education curriculum. The Assistant Principal of Catholic Faith and Mission will ensure that the Catholic identity markers embedded in the school reflect a contemporary Catholic education.

Duties:

As a member of the Leadership Team, the Assistant Principal Faith and Mission collaborates with other members of the College Leadership Team to implement the College's Strategic Plan and ensure that the Catholic identity of the College and Marist-Sion charism is sustained and nourished.

As required, the Assistant Principal Faith and Mission will deputise for the Principal during short term absences when the Deputy Principal Learning and Wellbeing and Deputy Principal Learning and Teaching are unavailable.

Team Memberships:

College Leadership Team
Parish Council
Other teams, as directed by the Principal

The Assistant Principal Faith and Mission will lead and collaborate with the following positions:

- Learning Area Leader – Religious Education
- Head of Performing Arts and Liturgical Music Coordinator
- Game Changers Coordinator
- FIRE Carrier Team (Friends Igniting Reconciliation through Education)
- Other teams, as directed by the Principal

Members of the Leadership Team will actively:

- Promote the mission and Catholic ethos of the College;
- Model a leadership style and approach based on a model of Christian service permeated by the spirit of the Gospel and inspired by the Marist-Sion charisms;
- Collaborate with other members of the Leadership Team to creatively implement the strategic goals of the College and publically support the leadership decisions of the College;
- Work in an honest, open, creative and flexible manner that contributes positively to the efficacy of the Leadership Team;
- Provide opportunities for staff input and feedback into the Faith and Mission initiatives of the College;
- Represent the College in external forums; and
- Deputise for other members of the Leadership Team as required.

Senior Leadership Professional Obligations:

- Be an active member on various internal and external committees, as directed by the Principal;
- Maintain professional working relationships and represent the College at relevant external bodies and authorities as appropriate;
- Maintain professional working relationships with other schools; and
- Make a professional contribution to educational bodies outside of the College.

Legal Compliance, Child Protection and Policy Development:

- To ensure that College policies relevant to the role are in compliance with the law and meet government statutory authority expectations;
- Support and comply with the implementation of Catholic College Sale's Child Safe Policy, Code of Conduct, and other College policies and procedures relating to child safety;
- To be aware of and adhere to legislation and College policy relevant to the duties undertaken, including but not limited to: child safety; equal employment opportunity, supporting equity and fairness; occupational health and safety, supporting a safe workplace; privacy; staff/student relationships: conflict of interest, etc; and
- Ensure that relevant policies are reviewed annually (or timeline otherwise determined) by the College Policy Committee and ratified by the College Board.

Essential Criteria:

The successful candidate will have post-graduate academic qualifications, extensive teaching experience, relevant professional development and a strong commitment to Catholic education, as well as leadership experience in a Catholic secondary school.

Key Selection Criteria:

The successful candidate should have:

- An active membership of a Catholic Eucharistic community and a commitment to the ethos, values and vision of Catholic College Sale;
- Post-graduate level qualifications in theology at a Masters level, or a commitment to obtain qualifications at a Masters level;

- Demonstrated experience in working as an educator with young people and suitability for this work, including an understanding of child safety, appropriate behaviours when engaging with young people and legal obligations relating to child safety;
- A proven record of success as a leader of learning in secondary schools, with an extensive knowledge of current educational theory and practice;
- Demonstrated capacity to share in the work of the leadership of the College through being present at extra-curricular activities and representing the school at other forums;
- Well-developed skills including strategic planning, decision-making, change management, problem solving, time-management and communication.

Key Responsibilities

The Assistant Principal Catholic Faith and Mission has major responsibilities in the areas of:

Catholic Identity

Keep abreast of research and lead programs for enhancing Catholic Identity for the College; where required conduct surveys, analyse data from reports, create strategies in response to analysis and recommendations. This will be done in conjunction with relevant stakeholders. This would be an ongoing cycle of planning, implementing, monitoring and evaluating.

Marist-Sion Charism and Faith Formation

Working in collaboration with all relevant staff and groups to:

- Publicly support and promote the Catholic Identity of the College;
- Model a leadership style and approach based on a model of Christian service permeated by the spirit of the Gospel and inspired by the Marist-Sion charisms.
- Promote and deepen understanding of the College's founders: St Marcellin Champagnat, and the Sisters of Our Lady of Sion.
- Coordinate coherent, innovative and appropriate reflection opportunities and faith development programs (in-house and externally) for students and staff;
- Lead, promote and support a rich liturgical life in the College, including: Whole School Opening and Closing Masses, Lent, Easter, Advent, St Marcellin's Feast Day; Founders' Day Mass, Graduation Mass, Assemblies and special events;
- Develop the ongoing prayer life of the College for staff, students and community;
- Offer opportunities for various expressions of action for social justice and support the student leadership program to ensure it has a strong outreach focus;
- Oversee development of Marist Youth Ministry and other programs, including Game Changers, the FIRE Carrier Program, and other appropriate Youth Ministry programs;
- Develop and support opportunities for young people to engage in ministry and solidarity with their peers, particularly with Marist immersions nationally and internationally.
- Undertake appropriate action in response to Diocesan initiatives;
- Support the local Marist Association group;
- Lead and support teachers to attain Accreditation to Teach in a Catholic School and Accreditation to Teach Religious Education or Lead in a Catholic school.

Religious Education program

Oversees the teaching and learning in Religious Education, in conjunction with the Learning Area Leader – Religious Education, to ensure :

- The Religious Education curriculum is well documented and is consistent with Diocesan guidelines;
- The Religious Education curriculum is delivered effectively and is relevant, differentiated and challenging;
- Assessment and reporting of learning outcomes are consistent with College Policy;
- The distribution of resources/information to staff;
- The Religious Education faculty has up to date and relevant resources and meets regularly;
- Appropriate filing and retention of resources.

Other

- Provide regular articles for publication in College newsletters on Faith and Mission matters;
- Creation and management of all related budgets;
- Conduct Annual Review Meetings of selected relevant staff;
- Foster collaborative partnerships with the local parish;
- Attendance at key College and parish events as a senior Leadership Team member;
- Oversight of relevant charitable fund-raising activities within the College;
- The Assistant Principal Faith and Mission may be required to work and/or attend planning meetings at times during the school holidays; and
- Perform other duties as may be required by the Principal.

1. Applicant Response Criteria

Candidates are invited to respond to the following criteria in their application within a maximum of three pages. Each response should demonstrate relevant experience, qualifications, and alignment with the mission and values of Catholic College Sale.

1. Commitment to Catholic Education and Faith Leadership

- Describe your active involvement in a Catholic Eucharistic community.
- Explain your understanding of and commitment to the ethos, values, and vision of Catholic education, particularly within the Marist-Sion tradition.

2. Theological and Educational Qualifications

- Outline your academic qualifications, particularly in theology or religious education.
- If not already held, describe your commitment to obtaining a Master's level qualification in theology.

3. Leadership in Catholic Identity and Mission

- Provide examples of how you have led or contributed to enhancing Catholic identity in a school setting.
- Describe your experience in planning and leading liturgical celebrations, prayer life, and faith formation programs for students and staff.

4. Experience in Religious Education

- Detail your experience in teaching and leading Religious Education, including curriculum development, assessment, and staff support.
- Highlight your understanding of Diocesan guidelines and how you have ensured curriculum relevance and effectiveness.

5. Strategic and Operational Leadership

- Demonstrate your capacity for strategic planning, decision-making, and change management.

- Provide examples of how you have managed budgets, led teams, and contributed to whole-school initiatives.

6. Commitment to Social Justice and Youth Ministry

- Describe your involvement in social justice initiatives and youth ministry programs such as Marist Youth Ministry, Game Changers, or FIRE Carrier.
- Explain how you have supported student leadership and outreach activities.

7. Professional Engagement and Representation

- Share your experience representing a school in external forums, committees, or partnerships with parishes and diocesan bodies.
- Highlight your contributors to educational bodies or networks outside your current school.

2. Application Process

The Assistant Principal Faith and Mission of Catholic College Sale will be employed by Catholic College Sale Limited and appointed by the Principal in conjunction with the College Board of Directors. To complete your application, you are required to provide the following documents by the closing date.

1. Cover Letter and Curriculum Vitae to be sent to principal@ccsale.catholic.edu.au
2. Response to the criteria as listed above. As a guide 200-300 words per criteria, and full response should not exceed three A4 pages.

Applicants invited for an interview will be required to provide, at the time of interview, scanned certified copies of the following documents:

1. Initial teacher qualifications and further completed formal studies.
2. Current Victorian Institute Teaching registration or interstate equivalent.
3. Current Working with Children Check.
4. Current Criminal Record Check.
5. Accreditation to Teach Religious Education in Victorian Secondary Schools or interstate equivalent.

4. Conditions of Employment

An attractive package which recognises the candidate's experience and the particular needs of relocation where required will be negotiated.

5. Employment Collection Notice

In applying for this position, you will be providing the selection panel and Catholic College Sale Ltd with personal information.

1. If you provide to Catholic College Sale Ltd personal information, for example your name and address or information contained on your curriculum vitae, the information will be collected in order to assess your application.

2. Information concerning you may be collected from other parties. These will most commonly be those referees you have nominated, but the selection panel does reserve the right to contact other parties who may be able to assist in its deliberations.
3. In applying for this position, you agree that Catholic College Sale Ltd may store all the information about you until the end of the current year.
4. You may seek access to your personal information that is held about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. Catholic College Sale Ltd will not disclose information about you to a third party without your consent.
6. If you provide Catholic College Sale Ltd with the personal information of others, you will be encouraged to inform them that you are disclosing that information to Catholic College Sale Ltd and why; that they can access that information if they wish; that Catholic College Sale Ltd does not usually disclose the information to third parties and that we may store their information until the end of the current year.
7. Please click here to view the [Privacy Policy](#).

Catholic College Sale Ltd is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people.

Catholic College Sale Ltd is a child safe organisation. We require successful applicants to obtain and maintain satisfactory National Police Certificates and Employee Working with Children Checks or Victorian Institute of Teaching registrations.