

POSITION DESCRIPTION

Director of Faith and Mission

POSITION	Director of Faith and Mission
RESPONSIBLE TO	Principal
CLASSIFICATION	POL 6
EMPLOYMENT TERMS	• Employment is in accordance with terms and conditions as outlined in the Catholic Education Multi-Employer Agreement (CEMEA 2022) • Remuneration is in accordance with the CEMEA 2022 and dependent on skills and experience
PREPARED BY	Principal
ISSUE: 02	DATE: April 2025

All staff members of Siena College are expected to support and promote the College mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

The role of Director of Faith and Mission is one of witness, leadership and community. The role includes an evangelising mission to develop and nurture spirituality and faith in the context of a Catholic school in the Dominican tradition. The incumbent supports and shares with the Principal, the role of Faith Leader to ensure that the Catholic ethos and Dominican charism flourish within the College.

The Director of Faith and Mission leads the prayer and liturgical life of the College and ensures that formation and service initiatives are animated by our faith and Dominican charism.

The role is also responsible for overseeing the development and delivery of the Religious Education curriculum, and works with the College Leadership team, the Religious Education faculty and teachers to ensure that the curriculum is engaging and reflective of our Catholic and Dominican tradition.

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Director of Faith and Mission

1. College Leadership

- a. Work with the Principal and the Leadership Team to actively and publicly promote the Catholic and Dominican ethos of the College
- b. Work with the Principal and Leadership Team in developing and articulating a strategic vision for the future of the College, underpinned by our Catholic, Dominican tradition
- c. Provide leadership by actively and publicly supporting the College's Mission Statement and in implementing the College's Strategic Plan and School Improvement Plan
- d. Work with the Principal and Leadership Team to promote a sense of unity and purpose across the College
- e. Work with staff individually and collectively to assist in the development of a cohesive commitment to the Mission of the College
- f. Share with the Principal and Leadership Team in being a presence in the school and wider community
- g. Share with other members of the Leadership Team, duties related to overall leadership and management of the College.
- h. Develop authentic relationships with students, staff and parents, promoting collegiality and open dialogue
- i. Engage in ongoing personal professional learning to support College priorities, the implementation of the College's Strategic Plan and to enhance leadership skills.
- j. Undertake any other duties as directed by the Principal

2. Faith Leadership

- a. Develop and nurture spirituality, faith and an informed understanding of Church teaching and tradition in the context of a Catholic school for young women in the Dominican tradition:
 - Work closely with the Principal to promote and cultivate a vibrant faith culture within the College community where shared College values of justice, truth, reconciliation and compassion flourish among students, staff and families
 - Promote the mission of the College, College motto 'Veritas' and annual College theme, in collaboration with the Principal
 - Develop and implement College policies relating to Catholic Identity, Dominican charism and Faith and Mission, ensuring alignment with the College Mission Statement and Strategic Plan
 - Empower staff and students to be active contributors to right relationships and the common good by raising awareness of and encouraging action in response to local and global justice issues, for example through student initiatives through the Social Justice captains.

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Director of Faith and Mission

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- Work with staff to develop, implement and evaluate innovative Faith and Mission programs for students and staff
 - b. Facilitate effective communication within the College community regarding faith and mission initiatives:
 - Inform the Principal and staff about developments in the area of Ministry and Faith, and ensure access to current and relevant resources
 - Report to the Principal, College Board and Leadership Team on issues of Faith and Mission
 - Regularly contribute to College publications and the College website on topics related to Catholic Identity, Faith and Mission and service opportunities
 - c. In collaboration with the College Chaplain and Religious Education team as appropriate, lead, plan and co-ordinate the College's Faith Life calendar to promote formation, liturgical and sacramental opportunities. This includes the following:
 - Year 12 retreat
 - Prayers, liturgies for Homeroom, House and Year Level Assemblies as required (e.g. Ash Wednesday), and Contemplation
 - College masses including the Welcome Mass, Graduation Mass, celebrations for St Catherine's and St Dominic's Day, class Masses, the annual Memorial Mass and the weekly Mass in the College Chapel
 - Other opportunities for prayer and reflection as appropriate, including liturgical seasons, significant feast days and special dates such as Mission and Refugee weeks
 - d. Provide leadership in the provision of appropriate faith development activities for staff, such as appropriate professional learning, opportunities for accreditation and induction/mentoring for new staff
 - e. Have responsibility for external programs focused on the Catholic and Dominican identity of the College, such as Immersion Programs, Common Ground and the biannual Dominican Education Conference

3. Educational Leadership

- a. Work collaboratively with the Deputy Principal Learning and Teaching, the College Leadership Team and the Heads of Learning team to identify strategic learning and teaching priorities for the College
 - Foster a culture committed to continuous improvement to enhance learning opportunities for students

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-
- Contribute to the development, implementation and review of College policies and charters on curriculum, learning and teaching, and assessment and reporting
 - b. Engage in strategic planning, staff leadership and curriculum implementation to promote a dynamic and innovative approach to the teaching of Religious Education
 - Develop effective learning teams that foster collaboration and professional discourse, informed by contemporary education research, issues, trends and practices
 - Collaborate with the faculty to develop and implement an annual learning improvement plan for the faculty. Promote professional dialogue, reflective practice and collaboration centred around the learning improvement plan.
 - Lead faculty team meetings focused on student learning, professional dialogue and best practices in curriculum design, teaching and learning, assessment and reporting
 - Lead subject teams and individuals to ensure that courses of study are effectively implemented and that learning and teaching resources are regularly updated on Siena Central
 - Guide subject teams and individual teachers in developing and implementing faculty assessments including the preparation of examination papers
 - Support individual staff in fulfilling their professional responsibilities to ensure that College expectations are met and address concerns, as needed
 - Mentor new faculty members to facilitate their transition into the College community
 - Encourage professional learning for members of the faculty
 - c. Support the Director of Learning and Innovation in the implementation of action research projects to enhance learning and teaching
 - d. Support and promote the development of programs and initiatives for highly able and gifted students

4. Committee Membership/Leadership

- a. Manage the allocated budget for Faith and Mission and the respective learning area (Religious Education)
- b. As a member of the Leadership Team, guide the strategic direction and operational management of the College while providing support to staff in fulfilling their responsibilities.
- c. Represent the College at appropriate regional networks, Dominican ministry, Religious Education, Faith Development networks and outside organisations. Circulate resources and relevant materials as appropriate.
- d. Serve as a member of a Board Committee where requested by the Principal

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5. Qualifications

- a. A post graduate qualification in a relevant field is highly regarded (eg: Theology or Religious Education)

6. General accountabilities for all Staff

- a. Demonstrate duty of care to students in relation to their wellbeing
- b. Be well informed and comply with College obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- c. Adhere to the College professional dress code for staff
- d. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
- e. Demonstrate professional and collegial relationships with colleagues
- f. Show tact, respect and discretion in dealing with individuals and groups and ensure the confidentiality of information as appropriate
- g. Commit to and actively support the College agenda for continuous improvement through participation in school improvement planning as required
- h. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- i. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- j. Be familiar with and comply with all College policies and procedures

KEY SELECTION CRITERIA

- 1. Demonstrated capacity for proactive educational leadership and highly developed skills in leading and managing continuous improvement in the faith and mission programs
- 2. Demonstrated knowledge and understanding of contemporary educational research, issues, trends, practices and policies
- 3. Highly developed interpersonal and communication skills including a demonstrated ability to develop and support effective teams
- 4. A commitment to the concept of a learning community and an ability to work with all members of the community to enhance the faith and mission programs
- 5. Demonstrated commitment to ongoing professional learning

The Director of Faith and Mission is appointed for a three year period and has a time allowance of 30 periods. A performance appraisal will be conducted midway through the period of tenure.