



Position Description

Title: ASSISTANT TO FAITH AND MISSION DIRECTOR
COBBLEBANK CAMPUS

Responsible to: Principal

Report to: Director of Faith and Mission

TIME ALLOWANCE

Time Allowance: 4 Periods per cycle

All staff are expected to commit to the vision and values of St Francis Catholic College (the College) and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

STATEMENT OF DUTIES

Commitment to Catholic Education

- Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan and House Charisms.
- Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church.
- Demonstrate a capacity to integrate Church teachings into all aspects of curriculum.
- Demonstrate ability to help students understand and appreciate Catholic teachings through personal example.
- Compliance with the Accreditation Policy of the Victorian Catholic Education Authority (VCEA).
- Demonstrate a commitment to Franciscan education informed by the Franciscan Schools Australia Framework.

Commitment to Child Safety and Wellbeing

- Be familiar with and comply with the College Child Safety Policy and Code of Conduct, and any other policies or procedures relating to child safety.
- Assist in the provision of a child safe environment for students.
- Actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College.
- Demonstrate ability to provide a duty of care for students in relation to their physical and mental wellbeing.

STATEMENT OF DUTIES

Duties and Responsibilities

- Maintain currency with legal obligations in relation to child safety - mandatory reporting and reportable conduct.
- Be aware of MACS schools Flourishing Learners position statement – *Vision for Instruction*.
- Implementation of explicit instructional practice.
- Collaborate with the Director of Faith and Mission to align faith-based initiatives and mission-driven activities at Cobblebank campus within the College Annual Action Plan (AAP) or SIF
- Facilitate communication and coordination between campuses, ensuring the core values of the Catholic faith are consistently upheld.
- Support and enhance faith-based programs, such as retreats, service projects, student formation, organisation of masses and liturgies, and special Liturgical events at the Cobblebank campus.
- Foster an environment of faith, inclusivity, and spirituality at Cobblebank campus, in line with the College mission.
- Work with the Director of Faith and Mission to develop and strengthen the Franciscan charism.
- Provide a point of contact for students, parents/carers and staff members seeking guidance or support in matters of faith, spirituality, and mission.
- Ensure symbolic displays and prayer spaces are prominent and promoted for Liturgical seasonal celebrations, and Feast days, following the Franciscan Charism.
- Collaborate with the Social Justice Leader in embedding Catholic Social Teaching as part of prayer and celebration.
- Support the ensemble director in selecting appropriate music for Liturgical celebrations, and ensure they are performed faithful to the Liturgical Norms.
- Encourage and provide suitable training opportunities for students to volunteer as altar servers.
- Support and assist homeroom teachers in their efforts to pray with their students in Mentor groups.
- Attend and participate in Faith and Mission Team meetings.
- Support class teachers in preparing for class reflections and liturgies.
- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Demonstrate professional and collegiate relationships with colleagues.
- Uphold the professional standards expected of a teacher.
- Other duties as requested by the Principal.

SELECTION CRITERIA

Commitment to Catholic Education

- Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism.
- Demonstrated understanding of Church teachings and the staff members role in the mission of the Church.
- Demonstrated capacity to integrate Church teachings into all aspects of curriculum.
- Demonstrated ability to help students understand and appreciate Catholic teachings through personal example.
- Compliance with the Accreditation Policy of the Victorian Catholic Education Authority (VCEA).
- Demonstrated commitment to Franciscan education informed by the Franciscan Schools Australia Framework.

Commitment to Child Safety and Wellbeing

- Demonstrated understanding of child safety.
- Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children.
- Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College.
- Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct.
- Demonstrated capacity to promote a duty of care for students in relation to their physical and mental wellbeing.

Teaching Skills and Experience

- Relevant teaching qualifications in Religious Education or Theology (or working towards).
- Accreditation to teach in a Catholic school (or be working towards such accreditation).
- Current Victorian Institute of Teaching (VIT) registration.
- Demonstrated ability to work collaboratively to align faith-based initiatives and mission driven activities.
- Demonstrated understanding of upholding core values of the Catholic faith.
- Demonstrated strong interpersonal skills, oral and written, the ability to connect with students, staff, parents/carers, and the wider College community seeking guidance or support in matters of faith, spirituality, and mission.
- Demonstrated ability to support and enhance faith-based programs. Foster an environment of faith, inclusivity, and spirituality at the Cobblebank campus, in line with the College mission.
- Demonstrated ability to develop a strong working relationship with the Director of Faith and Mission to develop and strengthen the Franciscan charism.

SELECTION CRITERIA

- Ability to provide advice and support to staff to ensure symbolic displays for Liturgical seasonal celebrations, following the Franciscan Charism, are relevant and visible.
- Ability to support staff when selecting appropriate music and movement for Liturgical celebrations, preparing for class reflections and prayer, ensuring they are performed faithful to the Liturgical Norms.
- Ability to encourage students and provide suitable training opportunities for students to volunteer in the celebration of the eucharist.
- Demonstrated ability to uphold the professional standards expected of a teacher.
- Demonstrated experience in ICT and a commitment to ongoing professional development.