



Position Description

Title:	DIRECTOR OF FAITH AND MISSION – CROSS CAMPUS
Responsible to:	Principal
Report to:	Principal

REMUNERATION & TIME ALLOWANCE

Position of Leadership Allowance:	POL 4
Time Allowance:	14 Periods per cycle
Tenure:	Three years with a possible further three years upon successful mid POL appraisal.

The Director of Faith and Mission is 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).

The Director of Faith and Mission is a significant leadership role in the college community. As a leadership team member, the incumbent exercises a unique professional relationship of support that shapes and implements the Catholic traditions of St Francis Catholic College. This important role has at its core the task of promoting a Catholic identity that reflects the life, work and teachings of Jesus Christ.

It is vital that the Director of Faith and Mission liaise closely with College executive members to promote in voice and action our philosophy of dual campus, one College.

STATEMENT OF DUTIES

Commitment to Catholic Education

- Lead the College in an understanding of the ethos of a Catholic school, in particular, the Franciscan Charism.
- Lead the College in an understanding of Church teachings and a Leader’s role in the mission of the Church.
- Capacity to lead the integration of Church's teachings into all aspects of the curriculum.

STATEMENT OF DUTIES

	<ul style="list-style-type: none"> • Strive to help students understand and appreciate Catholic teachings through personal example. • Compliance with Accreditation Policy of the Victorian Catholic Education Authority (VCEA). • Demonstrate a commitment to Franciscan education formed by the Franciscan Schools Australia Framework. • Maintain accreditation to teach in a Catholic school.
<p>Commitment to Child Safety and Faith formation</p>	<ul style="list-style-type: none"> • 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 duty of care for students in relation to their physical and mental faith formation. • Maintain currency with legal obligations in relation to child safety - mandatory reporting and reportable conduct.
<p>Duties and Responsibilities</p>	<ul style="list-style-type: none"> • Be aware of MACS schools Flourishing Learners position statement – <i>Vision for Instruction</i>. • Implementation of explicit instructional practice. • Actively communicate an explicit improvement direction to align the College around a shared direction on a regular basis. • Make strategic evidence informed investments in the allocation of time, expertise and resources to enable progress in stated improvement priorities. • Plan and implement whole-school professional learning for staff that is consistent with the SIF and needs of the College. • Build middle leadership capacity to effectively lead teams, support practice improvement, and build a culture of high expectations. • Develop and oversee school wide approaches in evaluating impact and monitoring progress in faith formation learning outcomes. • Actively build relational trust and a positive climate for learning of both students and staff. • Ensure adherence to State and National course requirements including the standards of professional practice – Australian Institute for Teaching and School Leadership (AITSIL) and Victorian Institute for Teaching (VIT). • Ensure the implementation of all compliance requirements of National, State and MACS legislation. In particular student attendance.

STATEMENT OF DUTIES

- Lead the College Vision for student and staff faith formation through a solution focused coaching model.
- Maintain currency in the development and implementation of best practice culture for student and staff formation at the College.
- Maintain currency in developing best practise in Catholic Identity, Faith and Mission and present proposals to the leadership team for improved practice at the College.
- Promote the development of students and staff as lifelong learners.
- Provide effective and creative leadership in the development of authentic relationships between staff and students.
- Lead, co-ordinate and manage Faith Ministry and Social Justice teams, House Leaders, committees, student support groups, learning mentors, teachers and individuals in their work relating to pastoral care and student Faith and Mission.
- Ensure relevant policies and procedures are developed, implemented, and systematically reviewed.
- Design, promote and foster the implementation of the College AAP and SIF.
- Establish goals for the development and implementation of a culture of best practise in Catholic Identity for staff and students.
- Collaborate with staff to align faith-based initiatives and mission driven activities at the College.
- Develop, implement, and evaluate innovative programs that ensure the College meets its students' personal, social, emotional, physical, mental, and spiritual needs.
- Inspire and encourage the College community to have high expectations and value excellence in all aspects of Catholic Identity, Faith and Mission.
- Regularly report on issues and matters relating to Catholic Identity to the Leadership Team.
- Plan and implement whole-school professional learning for staff that is consistent with the directions and needs of the College.
- Attend Leadership team meetings.
- Lead the organisation of all Catholic Mission and Social Justice events in cooperation with the DP Operations Staffing and Strategic Intent.
- Arrange regular reviews and continual improvement of the College's Social Justice and Catholic Identity programs.
- Responsible for the organisation of Opening School Mass, Harmony Day Mass, Class masses, Ash Wednesday liturgy, Athletics Day BBQ, content of Year 12 Retreat, Faith Formation Day, Feast Day Mass, Winter Sleepout, Jumpstart, Memorial Garden Commemoration

STATEMENT OF DUTIES

Ceremony, commencement and end of year College Masses, Year 12 Graduation Mass, House Masses. Staff Opening Liturgy, Staff Reflection Days, and end of Year Mass.

- Collaborate with House Leaders with the organisation of Retreats and guest speakers for matters relating to faith development.
- Coordinate daily prayers upload to the College portal and a weekly reflection placed in the College newsletter.
- Assist Mentor Group teachers in providing daily prayer within mentor groups.
- Liaise with parish priests to further enhance the faith development of students.
- Liaise with Ensemble Coordinator to ensure the suitability of Liturgical music used at the College.
- Foster the development of student-led faith activities, particularly through the elected student Liturgy leaders.
- Provide senior leadership and guidance for staff to actively engage with and embed the Catholic Ethos in their teaching.
- Oversee the following positions: Assistant to the Director of Faith and Mission, Social Justice, and Liturgy Coordinators.
- Liaise with the Finance Manager regarding budgets.
- Develop a professional learning plan (Catholic Identity) to enhance the College AAP.
- Participate in a formal appraisal process.
- Develop, implement, maintain and evaluate appropriate channels of communication between staff, parents/guardians, students, and the local community.
- Attend leadership and Executive team meetings.
- Attend all College assemblies and Liturgical celebrations, and relevant activities organised by the College.
- Publicly support the leadership of the College.
- Prepare a yearly article for the College Annual Yearbook.
- Build networks with local community groups.
- Provide parent education programs on matters relating to Catholic Identity and Faith and Mission.
- 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.
- Participate in duty supervision as rostered and other supervision duties when required.
- Maintain currency of first aid, mandatory reporting, asthma, diabetes, and anaphylaxis training.

STATEMENT OF DUTIES

- Attend all relevant school meetings, functions, and after-school services/assemblies, sporting events, mass, community and faith days, and professional learning opportunities.
- Uphold the professional standards expected of a teacher.
- Other duties as directed 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.
- Maintain Accreditation to teach Religious Education.

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 provide a duty of care for students in relation to their physical and mental wellbeing.

Leadership Skills and Experience

- Demonstrated ability to lead a team.
- Demonstrated ability to work as part of a team – highly relational.
- Demonstrated outstanding oral and written communication skills, including the ability to communicate with students, parents/carers, and the wider College community.
- Exemplify self-motivation and confidence with an ability to build capacity in others.
- Demonstrated ability and willingness to accept policy directives.
- Demonstrated capacity to contribute to the strategic thinking, planning and delivery of the SIF.

STATEMENT OF DUTIES

	<ul style="list-style-type: none">• Demonstrated passion for learning and ability to share this with others.• Demonstrated experience in leading best practices in the management of people and resources.• Demonstrated experience in leading best practice in Catholic Identity, Faith and Mission.• Demonstrated understanding of Restorative Practice.• Demonstrated experience in the use of ICT with the ability to utilise data to improve student learning outcomes.• Demonstrated ability to successfully lead change.
Teaching Qualifications	<ul style="list-style-type: none">• Teaching qualifications – Masters or Post Graduate Studies in the areas of Leadership, Religious Education or Theology (or working towards)• Current Victorian Institute of Teaching (VIT) registration.• Accreditation to teach Religious Education or working towards.• Maintain accreditation to teach in a Catholic school (or working towards such accreditation).