Caroline Chisholm Catholic College Position Description – Director of Faith and Mission

POSITION CLASSIFICATION: Teacher – Position of Leadership (Negotiable)

REPORTS TO: Principal

The Director of Faith and Mission assists the Principal in the duties outlined below in accordance with College policies and procedures. The role of Director of Faith and Mission, (consistent with the College mission statement), is to provide a vision for and leadership in the Faith and Mission of the College.

The Director of Faith and Mission is a role model for staff and students, with the energy and capacity to motivate and inspire all the members of the College community to work in faith, for justice. As a practising Catholic with a strong vision for learning within a 21st century context, the Director of Faith and Mission is encouraged to develop the role further as an integral member of the College Leadership Team.

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| Duties; |
| **Leadership:*** Exercising leadership and coordination in the four main areas of Faith and Mission:
	+ Learning and Teaching
	+ Mission & Justice
	+ Faith Formation
	+ Liturgy & Community
* Working with the College Leadership Team and the Faith & Mission team to develop and renew the faith vision for the College community
* Promoting the involvement of all staff in the Faith & Mission direction of the College
* Support all staff to apply MACS Horizons of Hope, and other MACS guiding documentation

**Faith Community:*** Raising awareness of the significant liturgical season and feast days in the Catholic Calendar
* Developing and actively promote the College’s mission, vision and charism in all aspects of College life
* Providing spiritual reflection and prayer experiences for staff and students including:
	+ Lunchtime faith development activities using the College chapels
	+ Informing the College community of faith and spiritual development opportunities
	+ Offering rich liturgical, sacramental and formation opportunities
* Overseeing the implementation of the Caroline Chisholm Catholic College Bereavement Policy and Sustainability Policy areas
* Linking students to their parish community and promote involvement in the Church activities and youth ministries
* Work collaboratively with the Director of Professional Learning in the induction of new staff to the College and ongoing faith formation of all staff
* Be aware of areas in the curriculum which may require sensitivity in how they are taught, so that they align with Catholic teaching, and thus liaise with the Deputy Principal (Learning and Teaching) and Head of Learning - Religious Education
* Implement strategies that contribute to strengthening the bond between College and Parish network

**Administration and Professional Learning:*** Work in collaboration with the Director of Professional Learning to ensure accreditation needed to teach in a Catholic School and accreditation to teach Religious Education
* Apply for accreditation hours for programs conducted in the College which will assist staff in gaining accreditation
* Keep a record of staff and their accreditation qualifications and work in collaboration with the Director of Professional learning to facilitate targeted programs
* Acknowledge and encourage staff to engage in further studies in Theology and Religious Education

**Learning and Teaching:*** Liaise with the Deputy Principal (Learning and Teaching) and Director of Curriculum to ensure that learning and teaching programs continue to reflect Catholic values and principles

**Communication:*** Member of the College Leadership Team
* Chair of the Faith & Mission Team
* Network with faith leaders of other schools and organisations
* Work in cooperation with the Student Leadership Team, Parents’ Association and the College Advisory Board as required
* Provide regular communications including writing for daily bulletins and contributing to the College newsletter and using Compass as a communication tool for staff, students and the community

**College Projects:*** Oversee arrangements for major College liturgical events
* Oversee arrangements for staff Faith Formation program and days in cooperation with the Principal, Faith & Mission team and Director of Staff Development
* Oversee college wide initiatives like the Waa Award and Faith in Action programs
* Develop and lead the faith domain in the College AAP and SIP
* Oversee the implementation and usage of relevant faith surveys and data sources

**People responsible to the Director of Faith and Mission:*** Director of Music\* (in relation to liturgies and masses)
* Head of Learning (Religious Education)\* (co-reports)
* Catholic Social Justice Coordinator
* Sustainability & Ecological Justice Coordinator
* Retreat and Reflection Day Coordinator
* Student Leadership Coordinator
* House Coordinators
* Liturgist & Catechist
* Faith & Mission trainee

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| These duties are indicative, and the College has the right to vary these duties to accommodate the demands of a changing and evolving educational environment.Other duties as directed by the Principal |
| Selection Criteria |
| * Strives to be a leader in Learning Excellence & a vision for the role with the ability to reflect on one’s leadership performance and style
* An ability to form teams and sustain a network through the term of appointment with excellent leadership, management and administrative skills
* The capacity to work flexibly and creatively within a collaborative decision-making structure
* Exhibit an ability to communicate clearly, personably and effectively in ways that engage staff, students, guardians and the wider school community
* A sound grasp of current educational thought and practice specifically in the context of the role
* Proven record as an exemplary innovative teacher and excellent capabilities of successfully integrating the use of ICT in contemporary education
* Holds a current registration with the Victorian Institute of Teaching
* Demonstrates commitment to Catholic Education including Accreditation to Teach in a Catholic School
* Accreditation to teach Religious Education in a Catholic School or commitment to attain registration within 2 years of appointment
* Postgraduate studies in Religious Education and/or Theology are advantageous
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| Terms & Conditions |
| Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA). |
| Caroline Chisholm Catholic College is a Child Safe School |
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