



# Caroline Chisholm Catholic College

## Position Description – Retreat and Reflection Day Coordinator

**POSITION CLASSIFICATION:**

**Teacher: Position of Leadership Level 1**

**REPORTS TO:**

**Deputy Principal Faith and Mission**

The Retreat and Reflection Day Coordinator is responsible to the Deputy Principal Faith and Mission for the coordination of student Retreat and Reflection Day experiences within the College.

The Catholic values of the College must always be at the forefront of planning and leading any program at the College. The Retreat and Reflection Day Coordinator is responsible for offering students a broad variety of faith experiences.

---

### Duties

---

#### Year 12 Retreat:

- Develop, implement and review the Year 12 Retreat program in collaboration with the Deputy Principal Faith and Mission
- Liaise with external organisations to ensure appropriate facilitators and venues are available
- Liaise with the Director of Campus (Sacred Heart) and Year Level Coordinator (Year 12) to ensure the Year 12 Retreat program is responsive to the social, emotional and religious needs of the students.
- Prepare staff to deliver the Year 12 Retreat through a range of formation experiences.
- Develop capacity within staff to deliver the Year 12 Retreat program.
- Liaise with the Daily Organiser and Director of School Organisation to ensure appropriate staffing for the Year 12 Retreat.
- Review the venues for suitability and ensure timely booking for the subsequent year.

#### Years 7-11 Reflection Days:

- Develop, implement and review the Reflection Day program across years 7 to 11 in collaboration with the Deputy Principal Faith and Mission
- Liaise with external organisations to ensure appropriate facilitators and venues are available
- Liaise with the relevant Director of Campus and Year Level Coordinators to ensure the Reflection Days is responsive to the social, emotional and religious needs of the students.
- Prepare staff to deliver the Reflection Days through a range of formation experiences.
- Develop capacity within staff to deliver the Reflection Day program.
- Liaise with the Daily Organiser and Director of School Organisation to ensure appropriate staffing for the Reflection Days.
- Review the venues for suitability and ensure timely booking for the subsequent year.
- Review the input speaker(s) quality and suitability, and ensure timely booking for the subsequent year.

---

**Other duties as directed by the Principal**

---

**Selection Criteria**

---

- Strives to be a leader in Learning Excellence and 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
  - Remain committed to undertaking a proactive role in enhancing student learning outcomes and perform at a high level of teaching
  - Holds a current registration with the Victorian Institute of Teaching
  - Demonstrates commitment to Catholic Education including Accreditation to Teach in a Catholic School or a commitment to attain registration within 2 years of the appointment
- 

**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.**

---