**Mary MacKillop**

**Catholic Regional College**

**Position Description**

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| **Position Title** | Director of Catholic Identity and Mission |
| **Reporting Relationships** | Principal |
| **Leadership Strand** | Catholic Identity and Mission |
| **Classification Level**  | 5 (POL 4 + POL 1 as member of Leadership Team) |
| **Time Allowance** | 24 x 50-minute periods over a two-week cycleThis role is supported by (IF APPLICABLE) |
| **Tenure** | Three years (2026 to 2028) |

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| **Role Summary** |
| The **Director of Catholic Identity and Mission** is a member of the College Leadership Team and as such, assists and supports the Principal in all aspects of school leadership. Each team member fulfils a role in promoting and celebrating the College’s identity as a Catholic school in the Josephite tradition and shares the responsibility of inspiring and leading staff and students in their commitment to the core values of the College. The Director of Catholic Identity and Mission is responsible for leading the faith life and mission of our College. They lead through their leadership and membership of teams and collaborate to ensure the ongoing development and animation of our Catholic identity in a contemporary and life-giving manner. In addition, they lead the Religious Education teaching team in collaboration with the Learning and Teaching Leader – Religious Education in the ongoing development of a contemporary and engaging curriculum – *To Live in Christ Jesus* and its companion resource *Sexuality Education in Catholic Schools.*As a member of the College Leadership Team, the position will require some involvement in College Community activities outside designated school hours and during some school holiday times. Includes: |

**Leadership Characteristics and Actions**

Leaders at Mary MacKillop Catholic Regional College, as stewards of our school, will enact their leadership by:

* Ensuring that all aspects of College life are permeated by the spirit of the Gospel and the charism of St Mary of the Cross MacKillop
* Working with the College Leadership Team to actively and publicly promote the Catholic and Josephite ethos of the College
* Actively and publicly supporting both the Diocese of Sale Catholic Education and the College’s Vision and Mission Statements, and by implementing the Strategic Plans and Annual Action Plans within their area of responsibility
* Committing to their own personal, spiritual, and professional growth that inspires staff, students, and the community.
* Enabling and engaging in the formation of self and others.
* Being student outcome-centred, enabling the growth and progress of our students.
* Fostering a collaborative environment, valuing teamwork, open dialogue, and integrity.
* Embracing and enabling a diverse, inclusive, and supportive community.
* Acting as steward of the College, facilitating responsible and sustainable resourcing.
* Develop a culture of improvement in learning and teaching by placing learning at the centre of strategic, tactical, and operational planning.
* Making and communicating decisions informed and supported by available evidence and analysis by
	+ Gathering information, analysing data and making decisions.
	+ Developing strategies, sourcing resources and implementing actions for improvement.
	+ Consolidating improvement, changing established practices or changing the decision-making process where necessary.
* Demonstrating and sharing the importance of emotional intelligence and empathy in building trust and a positive learning community across the college.
* Supporting individuals to deal constructively with change, and monitoring and evaluating the effectiveness of change.
* Contributing to the development, implementation, and review of College policies and procedures
* Representing the College at external forums as relevant to the position.

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| **STATEMENT OF DUTIES** |
| **Responsibilities** |  |
| **College Leadership** | * Work with the Principal to provide leadership in promoting the mission of the Catholic school in the Josephite Tradition.
* Work as part of the College Leadership Team to develop a clear vision for the future of the College.
* Provide strong leadership in developing, implementing and reviewing the College’s Strategic Plan, Annual Action Plan and Master Plan
* Actively participate in College reviews
* Work with all members of College Leadership to foster, contribute to and role model a culture of high expectations,
* collaborative planning and commitment to continuous improvement
* Support individuals to deal constructively with change and monitor and evaluate the effectiveness of change
* Develop authentic relationships with staff, students and parents promoting collegiality and open dialogue
* Share with the Principal in being a presence in the school and wider community
* Work collaboratively with other members of the Leadership Team in the overall leadership of the College
* Share in monitoring the safety of the learning and working environments and ensure that practices are consistent with school policy and statutory requirements (e.g. employment procedures, child safe standards policy and procedures, occupational health and safety requirements, equal employment opportunity, sexual harassment and bullying policies)
* Monitor and respond to the wellbeing needs of staff in conjunction with the Principal and other members of the Leadership Team
* Work with staff to ensure that parents are seen as an important partnership during a student’s secondary years at the College
* Undertake any other duties as requested by the Principal.
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| **Catholic Identity and Mission** | * Ensure the Mission, Vision and Values of the College are understood, shared and enacted in all aspects of school life
* Lead the implementation of Catholic Identity and Religious Education Domain of the Strategic Plan and work collaboratively with the Leadership Team, Catholic Identity and Mission Team, staff and students to:
	+ Deepen the understanding of the life-giving application of the Gospel message
	+ Strengthen our commitment to reconciliation and develop a Reconciliation Action Plan
	+ Incorporate social justice themes that are informed by Catholic Social Teaching into every curriculum area
	+ Foster a dialogical approach that assists staff and students to experience and value the Catholic story in our culturally and religiously diverse communities
	+ Celebrate all that is good with joy and gratitude
	+ Provide dynamic, innovative and effective leadership in the recontextualisation of the experience of faith and religious life in the College for students, staff and families
* Promote and continuously develop the Religious Education Curriculum, *To Live in Christ Jesus* and its companion resource *Sexuality Education in Catholic Schools*
* Lead the Catholic Identity and Mission Team in enhancing the faith and liturgical life of the College
* Lead staff and key stakeholders in formation activities, reading and dialogue around the Catholic ethos of the College inspired by its Josephite charism
* Lead ongoing faith formation of staff and ensure ongoing development and implementation of a sustainable staff faith formation program, including the induction of new staff and staff spirituality day(s)
* Facilitate activities and professional learning in areas such as Theology, Religious Education and effective prayer and ensure that the Josephite story is known and reflected in College life
* Collaborate with the Professional Development Team to coordinate the professional learning needs of staff in relation to Accreditation to Teach in a Catholic School and Accreditation to Teach RE
* Promote effective reading through the dissemination of appropriate journals, periodicals and magazines, and sharing of online readings and resources regarding faith practices and Religious Education
* Lead the design and strategic implementation of youth ministry experiences
* Develop and coordinate the provision of rich opportunities for students to live and enrich their faith through spiritual development activities, annual year level retreats, and leadership formation. Ensure that these opportunities are explicitly connected to the Mission, Vision and Values of the College and that year level retreats serve to enrich and support the Religious Education curriculum at that level
* Ensure all College immersion experiences have a documented and comprehensive formation program for staff and student participants, that explores Catholic Social Teaching, College values.
* In collaboration with the Catholic Identity and Mission Team and College Operations Leader, Pastoral Care Leader coordinate the annual celebration of Feast Day of Mary of the Cross, MacKillop and Walkathon ensuring that the day and subsequent fundraising initiatives are in keeping with the Mission, Vision and Values of the College and our collective commitment to justice
* Coordinate Social Justice Activities in the College, including Caritas and Project Compassion, Walkathon and related fundraising
* Lead the process of administering the Enhancing Catholic School Identity Project (ECSIP) surveys, interpretation of data and use of the data to inform and enhance Catholic Identity at the College
* Advise the Principal on the placement of religious art, signs and symbols in our environment
* Develop and promote relationships within the wider faith community, including DOSCEL, AJASS, local parishes, and parish priests
* Be a member of and actively participate in external professional networks and/or associations.
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| **Liturgy and Prayer** | * Have overall responsibility for all College Eucharistic celebrations and liturgies, including but not limited to Commencement and End of Year Mass, Ash Wednesday, Year 12 Graduation, Feast Day of Mary of the Cross, MacKillop.
* Have overall responsibility for the coordination of year-level attendance class Masses.
* Maintain the Chapel as a sacred place, reflective of the liturgical season, for celebration of the Eucharist, liturgies, class reflections, meditation, and prayer.
* Lead and promote prayer, meditation, and reflection in the College, ensuring they are embedded in the culture of the College.
* Publish prayer rosters for staff briefing and the daily bulletin.
* Develop and facilitate training of liturgical ministers, e.g., Eucharistic Ministers.
* Organise and promote resources to support the prayer life of the College.
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| **Religious Education / Curriculum**  | * Lead the Religious Education teaching team further to develop a dynamic, rigorous, theologically sound, and engaging Religious Education curriculum across Years 7 – 12, which utilises a pedagogy of encounter approach
* Lead the Religious Education teaching team in the development and implementation of assessment (formative and summative), including the preparation of examination papers
* Ensure that all units of work (Year 7-10) are developed and fully documented.
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| **Management and Administration**  | * Demonstrate high level organizational and administrative skills
* Chair, prepare the agenda and circulate minutes of the Catholic Identity and Mission Team
* Write a fortnightly report for the College Newsletter, and prepare articles for other key publications such as the Annual Report and Yearbook
* Submit applications to DOSCEL for the accreditation of internal professional learning
* Assist staff as needed to complete and submit their applications for accreditation to DOSCEL.
* Develop networks with the broader community and external agencies and represent the College at network meetings and conferences as appropriate
* Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures
* Attend all relevant school meetings and after-school services/assemblies, sporting events, mass, community and faith days, as well as professional learning opportunities.
* Maintain currency of first aid, mandatory reporting, and anaphylaxis training.
* Participate in duty supervision as rostered and other supervision duties when required.
* Demonstrate duty of care to students in relation to their physical and mental wellbeing.
* Demonstrate professional and collegiate relationships with colleagues.
* Uphold the professional standards expected of a teacher
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| **Other** | * Publish the weekly staff bulletin – MacKillop Messages
* Oversee development of the College Staff Handbook, with a view that it is an anytime online resource
* Regular communication with the community in College publications on matters relating to this role
* Conduct Annual Review Meetings of selected relevant staff
* Perform other duties as may be required by the Principal
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| **Team Membership(s)** | * College Leadership Team (Member)
* Planning and Policy Team (Member)
* Catholic Identity and Mission (Chair)
* Professional Development Team (Member)
* Child Safety Committee (Member)
* Operations Team (Member)
* Other relevant teams
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| **Collaborates with** | * Members of the College Leadership Team
* Members of the Planning & Policy Team
* Other Positions of Leadership appointees
* Staff, students, and parents/guardians
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| **Catholic Identity** | * Demonstrate a capacity to model the witness of the Catholic and Josephine Ethos of the College.
* To promote the Catholic Identity of the College
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| **Commitment to child safety** | * A commitment to the College’s Child Safety Policy, upholding the College’s statement of commitment to child safety at all times
* A demonstrated understanding of child safety
* Experience working with children
* A demonstrated understanding of appropriate behaviours when engaging with children
* Familiarity with legal obligations relating to child safety (e.g., mandatory reporting)
* Proactively monitor and support student wellbeing.
* Exercise pastoral care in a manner that reflects school values
* Implement strategies that promote a healthy and positive learning environment.
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| **Professional learning** | * Explore professional learning opportunities for self and others to develop knowledge and understand the area you lead.
* Be open to researching areas of interest relevant to directions provided in the school’s strategic plan.
* Continue development of ICT skills as technologies evolve.
* Participate in the staff appraisal process.
* Be an active member of a relevant professional association as duties permit.
* Support collegial learning by acting as a mentor or supervising and supporting a pre-service teacher.
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| **Co-curricular involvement** | * Support and be involved in the co-curricular program.
* Proactively encourage students to participate in co-curricular activities.
* Act as a role model for participating students.
* Keep accurate records of student attendance and participation within the co-curricular activity as appropriate.
* Create and maintain a safe environment in which students may enjoy their participation.
* Oversee the provision and care of relevant equipment, materials, and first aid requirements.
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| **Administrative duties** | * Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
* Maintain currency of first aid, mandatory reporting, and anaphylaxis training.
* Demonstrate duty of care to students concerning their physical and mental wellbeing.
* Attend reasonable school meetings and after-school services/assemblies, sporting events, mass, community and faith days, as well as professional learning opportunities.
* Participate in duty supervision as rostered and other supervision duties when required.
* Demonstrate professional and collegiate relationships with colleagues.
* Uphold the professional standards expected of a teacher
* Other duties as reasonably directed by the Principal
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| **Legal Compliance and Policy Development**  | * To see that all College policies are compliant with the law and meet government statutory authority expectations.
* To be aware of and adhere to legislation and College policy relevant to the duties undertaken, including but not limited to: Child Safety; Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Privacy; Staff/Student Relationships; Conflict of interest, etc; and
* To ensure that, regularly, all policies you are responsible for are reviewed and ratified by the appropriate group(s).
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| **SELECTION CRITERIA** |
| **Education and experience** | Essential:* Teaching qualification
* Current Victorian Institute of Teaching (VIT) registration
* Accreditation to teach in a Catholic School (or be working towards such accreditation)

Desirable* Accreditation to teach Religious Education
* Appropriate qualifications and experience to lead in this area
* Relevant postgraduate studies (or working towards such qualifications)
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| **Key Selection Criteria** | 1. Commitment to Catholic Mission and Vision by witnessing the ethos and mission of a Catholic school in the Josephite tradition.
2. Understanding of and commitment to the vision, mission, and strategic directions of the College
3. Ensures that all leadership work is centred on improving student outcomes and opportunities, prioritising their growth, engagement, and overall success.
4. Provides progressive leadership that fosters a culture of professional growth and drives continuous improvement and innovation.
5. Model exemplary contemporary pedagogical practices that engage and extend student learning, promoting high expectations and academic excellence.
6. Demonstrates knowledge of wellbeing practices.
7. Monitors and assesses data at various levels to inform strategic planning and instructional practices, ensuring evidence-based decision making.
8. Demonstrates outstanding communication and interpersonal skills, nurturing effective and productive relationships and partnerships within the College community.
9. A proven capacity for self-reflection demonstrated by a commitment to professional growth, innovation, and a culture of ongoing improvement
10. Demonstrates effective time management, organisational, and strategic planning skills, addressing issues promptly.
11. Ability to work collaboratively and be supportive of the Principal, the Leadership Team, and colleagues.
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| **Applicants are required to submit the following:**  | 1. An introductory letter briefly outlining their suitability and interest in the position 2. A detailed curriculum vitae, including contact details for referees, one of whom must be from the applicant’s current setting  |
| Through mutual agreement, some variation in the specified responsibilities may take place during the term of appointment as part of the College's ongoing evaluation of its operations. |