



Marian College

Assistant to the Principal – Faith and Mission

REMUNERATION SCALE: **POL 4 PLUS LEADERSHIP ALLOWANCE**

TENURE:

TIME RELEASE: **14 x 75 MINUTE PERIODS PER CYCLE**

REPORTS TO: **PRINCIPAL**

OVERVIEW

All staff members of Marian College are expected to support Catholic education in the Brigidine Tradition as expressed in the College's vision and mission statements. Leaders are expected to reflect the values of Kildare Ministries in the way that they perform their leadership role and in the relationships they form with all members of the College community. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

PRIMARY OBJECTIVE OF THE ROLE

The Assistant to the Principal - Faith and Mission has a key responsibility in ensuring that staff and students have the opportunity to develop their faith and understandings of the Catholic tradition. In concert with the Principal, the Assistant to the Principal - Faith and Mission will ensure that the Catholic ethos of the College is expressed in all the initiatives in which the school participates. The Assistant to the Principal - Faith and Mission will contribute to the overall leadership functions of the College as described in the School Leadership Team Terms of Reference and deputise for the Principal in their absence.

MAJOR AREAS OF RESPONSIBILITY

The Assistant to the Principal - Faith and Mission will:

- I facilitate and oversee the development, implementation and evaluation of Faith Development programs on a regular cycle to ensure they remain contemporary and relevant for the students
- II promote the Catholic and Brigidine identity that reflects the life, work and teachings of Jesus Christ.
- III provide experiential faith formation opportunities especially through prayer and the promotion, preparation and celebration of liturgy
- IV facilitate the development and implementation of staff professional development in the area of faith formation with a focus on the RE program, teacher effectiveness, contemporary pedagogy and current Church practice.
- V be responsible for the raising of awareness, education, action and fundraising in all areas of social justice and community service across the College and inspire staff and students to be actively involved in this key priority area
- VI general responsibilities in the area of Faith and Mission.

STATEMENT OF DUTIES

The following duties are aligned to the 6 major areas of responsibility of the Assistant to the Principal Faith and Mission.

Faith Development

- Work with the Religious Education staff to ensure that classroom Religious Education Programs align closely with the broader Faith Development Programs of the school community and ensure that the religious dimension of the College's mission is appropriately integrated into the curriculum
- Clearly articulate the College position on the place of faith development within the religious education program and actively encourage discussion around this issue.

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| | <ul style="list-style-type: none"> - With the Learning Leaders facilitate the implementation of the formal and informal Religious Education programme of the College. This entails ensuring the adequate planning, coordination, implementation and evaluation of the Religious Education program throughout all levels (Years 7-12) and assisting staff to implement Religious Education programs suitable to the developmental stages of the students and to their stages of faith development. - Cater for the promotion and development of Christian thought across the curriculum and as a member of the Curriculum Team facilitate teaching that accords with the tenets of Catholic Social teaching and apply these to contemporary issues. - Investigate the development of a Sacramental Program at the College. - Oversee all faith development activities within the College and to encourage staff reflection on the nature of Catholic Education, the theological and philosophical underpinning of it, and the way it specifically relates to the College's curriculum, both formal and informal - Develop effective understandings of the dimensions of faith development for the whole College community, and in particular for young women. - Support Homeroom and Mentor teachers in celebrating and promoting the religious dimension of their role - Encourage the active participation of Religious and College Chaplains in the life of the College. |
| <p>Catholic and Brigidine Tradition</p> | <ul style="list-style-type: none"> - Ensure that a clear vision of the Catholic school as an integral part of the Church's Mission, is demonstrated at the College. - Shape and implement the schools' vision that reflects the Catholic and Brigidine traditions of the College. - Actively promote discussion and understanding of the deep story and spirituality of the Brigidines with all members of the College community and within the context of the current times. |
| <p>Liturgy</p> | <ul style="list-style-type: none"> - Co-ordinate retreats and works of service, encouraging and supporting staff involvement and student participation in them and is responsible for the general organisation of these activities including their ongoing evaluation and act as a point of reference for staff involved - Provide opportunities for retreats and work with the Year Level Leader, the Year Level team and/or the Religious Education teaching team to implement appropriate programs. - Coordinate opportunities for prayer and reflection for staff and students and work with staff, students and Religious to develop and encourage participation in appropriate ritual celebrations and reflective occasions. - Investigate the place of an ecumenical prayer group at the College. - Develop an annual calendar for whole school reflections and liturgies and facilitate with the Liturgy Planning team the development of whole school reflections and liturgies - Organise with the School Chaplains the celebration of class-based masses and reflections. - Promote prayer life and develop the liturgical life of the College in conjunction with the College Chaplain, Liturgy Team and Student Liturgy Captain - Assist Religious Education and Homeroom/Mentor teachers to develop experiential faith formation opportunities for their students - Co-ordinate the organization of Class, Year Level, House and Whole School Liturgies - Foster and develop the prayer life of the College through provision of Prayer for Daily Bulletin and 'Marian News' – and support Homeroom/Mentor Teachers in ensuring Daily Prayer is observed; prepare Staff Briefing and Meeting prayer rosters and support staff to choose appropriate prayers - Investigate opportunities to involve members of the Stewardship Council in whole school celebrations |

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| <p>Professional Development</p> | <ul style="list-style-type: none"> - Resource staff and students wishing to further explore their understandings of faith and spirituality. - Coordinate Professional Development activities on relevant Church teaching. - Develop and implement a staff spiritual development program at the College. - Encourage staff to undertake short courses or degree/post graduate studies in Theology or Religious Education and to engage in Professional Learning opportunities presented on campus. - Work with the ACP Staff Development to seek opportunities for staff members to gain Accreditation to Teach in a Catholic School and/or Accreditation to Teach Religious Education in a Catholic School. |
| <p>Social Justice</p> | <ul style="list-style-type: none"> - Coordinate the Social Justice Groups and programs operating at the College and encourage student involvement in working in a voluntary capacity to help others within the College and local communities. - Provide opportunities for staff and students to be involved in Community and Social Justice work. - Coordinate Community Service Placements for classroom based programs. - Investigate opportunities and provide leadership of activities designed to facilitate students' identification with the needs of the poor and oppressed in the local, national and global community. - Promote the various works undertaken by the Brigidine Sisters in Australia and internationally. - Facilitate the raising of awareness, education and relationships with Indigenous Australians. |
| <p>General Responsibilities</p> | <ul style="list-style-type: none"> - Ensure that learning and teaching programs and practices reflect Brigidine and Marian College Policies and Processes. - Facilitate the review and development of policies and processes that enhance the quality of the faith development program at the College. - Provide reports to the Principal regarding the progress of the various programs in the area of Faith and Mission. - Facilitate consultation and communication procedures to ensure future directions and actions are understood and implemented effectively. - Liaise with members of the School Leadership Team, Year Level Leaders and the Curriculum Team to develop and implement support programs for students. - Contribute to the development, implementation and evaluation of the School Improvement Plan and the Annual Implementation Plan. - In conjunction with SLT support and challenge staff to meet published College expectations. - Take responsibility for ensuring that staff members and students look to implement sustainability best practices within the College community. - Educate and support all staff about ideas and information relating to sustainable issues at the college. - Act as a Facilitator when required for the College Staff Appraisal Process. |
| <p>Other</p> | <p>The Assistant to the Principal - Faith and Mission will, at times, be required to undertake other duties related to the role as directed by the Principal.</p> <p>In negotiation with the Principal it is possible for this role to evolve to capitalise on the individual strengths and initiative of the person in the position.</p> |

QUALITIES AND CAPABILITIES

The successful candidate will demonstrate a comprehensive range of the following:

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Commitment to Child Safety

- an understanding and familiarity with legal obligations relating to child safety (e.g. mandatory reporting)
- an understanding of appropriate behaviours when engaging with children and adolescents
- a suitable person to engage in child-connected work

Commitment to Justice

- a respect for the mission, identity and values of Kildare Ministries in the Brigidine Tradition as lived at Marian College
- incorporate justice in all areas of College life and as such be an enabler for the Kildare Ministries Vision for Living Justice
- ensure that staff members and students look to implement sustainability best practices within the College community

Dispositions

- an openness to learning in all situations
- willingness to continue to develop as a professional in the area of Faith and Mission and school leadership
- collaborative participation in professional relationships
- a strong commitment to team work
- understanding the need for accountability

Attributes

- a leadership style that is enabling and nurtures the growth of others through sharing and skills
- the capacity to persevere in complex and stressful situations
- a proven capacity to work independently and calmly in the face of changing priorities, deadlines and pressures
- confidence and enthusiasm about the students and the College environment
- a sense of humour and appreciation of the appropriate use of humour
- sensitivity when working with people from diverse cultural backgrounds

Knowledge and understandings

- extensive knowledge and expertise in the area of faith formation, Church Teaching, Liturgy and the creation of supportive educational environments
- extensive knowledge regarding contemporary approaches in the areas of Religious Education and Faith Development
- understanding about different frameworks informing approaches to policy and procedures development related to Religious Education

Skills

- demonstrated capacity as an exemplary and innovative teacher
- demonstrated capacity to provide leadership characterized by a desire for continuous improvement, lateral thinking and innovation
- excellent organisational skills leading to effective and efficient work practices
- the ability to work collaboratively, flexibly, independently and creatively in a demanding environment
- highly developed interpersonal and communication skills demonstrating the ability to liaise and communicate effectively with people at all levels and from varying backgrounds
- the capacity to maintain professional relationships within the College community and with other organisations on behalf of the Principal where necessary
- excellent capabilities in the use of information and communication technologies
- the ability to integrate habits and practices of ongoing review and evaluation to ensure continuous improvement and development of the role and the learning and teaching program

RISK AND OCCUPATIONAL HEALTH AND SAFETY

The Assistant to the Principal - Faith and Mission will:

- comply with legislated occupational health and safety practices and participate in consultative processes
- observe safe work practices in accordance with training and instruction given
- identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (Risks arising in the workplace may be financial, site, task or person specific or related to safety.)
- promote and implement occupational health and safety and risk mitigation processes within and across this area of responsibility

KEY COMMUNICATIONS**INTERNAL**

Liturgy Planning Group
 Members of SLT
 Social Justice Teams
 Learning Leaders Team

COMMITTEES

-Chair Liturgy Planning Group
 -School Leadership Team member
 -Curriculum Team
 -Stewardship Council Sub-Committee

EXTERNAL

-CEOM
 -Parents
 -Networks

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| Background & Qualifications | Appropriate teacher qualifications Extensive teaching experience Post graduate qualifications in the area of Theology or Ministry or be engaged in a relevant course |
| Other Requirements | VIT Teacher Registration Flexibility to vary working hours to fulfil requirements of position |
| Contract & Conditions | Contract: Ongoing Conditions: Entitlements under the Victorian Catholic Education Multi-Employer Agreement |

AUTHORISED BY: PRINCIPAL

DATE: OCTOBER 2021