



Position of Leadership Director of Catholic Identity and Mission

June 2022

Kilbreda College is governed by Kildare Ministries and administered by the Kildare Education Ministries Board.

Position of Leadership:	Director of Catholic Identity and Mission
Tenure:	3 years (2023-2025) An ongoing teaching appointment is associated with this position.
Remuneration:	Applicable teacher salary plus a senior leadership allowance
Time allocation:	Approximately 0.6 FTE
Reports to:	Principal
Key internal liaisons	Leadership Team Catholic Identity and Mission Team
Direct reports:	Living Justice Leader Sustainability Leader Religious Education teachers

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 Brigidine tradition and shares the responsibility of inspiring and leading staff and students in their commitment to the core values of the College as well as the Kildare Ministries Living Justice Charter.

The Director of Catholic Identity and Mission is responsible for leading the faith life and mission of our College within a Kildare Ministries context. They lead the College's Catholic Identity and Mission Team which collaborates 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 the ongoing development of a contemporary and engaging curriculum.

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. The appointee will participate in a formative review in their second year and a summative review in their third year.

Child safety: It is an expectation that every staff member be familiar and comply with, the College's Child Protection and Safety Policy, Code of Conduct and any other policies or procedures relating to child safety.

KEY RESPONSIBILITY AREAS

1. College Leadership

- 1.1 Work with the Principal to provide leadership in promoting the mission of the Catholic school and of Kildare Ministries in the Brigidine Tradition

- 1.2 Work as part of the College Leadership Team to develop a clear vision for the future of the College
- 1.3 Provide strong leadership in developing, implementing and reviewing the College's Strategic Plan, Annual Action Plan and Master Plan
- 1.4 Actively participate in College reviews
- 1.5 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
- 1.6 Support individuals to deal constructively with change and monitor and evaluate the effectiveness of change
- 1.7 Develop authentic relationships with staff, students and parents promoting collegiality and open dialogue
- 1.8 Share with the Principal in being a presence in the school and wider community
- 1.9 Work collaboratively with other members of the Leadership Team in the overall leadership of the College
- 1.10 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)
- 1.11 Monitor and respond to the wellbeing needs of staff in conjunction with the Principal and other members of the Leadership Team
- 1.12 Work with staff to ensure that parents are seen as an important partnership during a student's secondary years at the College
- 1.13 Undertake any other duties as requested by the Principal.

2. Catholic Identity and Mission

- 2.1 Ensure the Mission, Vision and Values of the College are understood, shared and enacted in all aspects of school life
- 2.2 Lead the implementation of the Catholic Identity sphere of the Strategic Plan 2020-2024 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
 - Build community understanding of the story and values of Kildare Ministries
 - Strengthen our commitment to reconciliation
 - 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
- 2.3 Lead the Catholic Identity and Mission Team in enhancing the faith and liturgical life of the College
- 2.4 In collaboration with the Leadership Team and Catholic Identity and Mission Team give life to the Kildare Ministries Living Justice Living Peace Charter across all areas of the College
- 2.5 Lead staff and key stakeholders in formation activities, reading and dialogue around the Catholic ethos of the College as expressed through its Brigidine/Kildare Ministries charism
- 2.6 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 an annual staff spirituality day
- 2.7 Facilitate activities and professional learning in areas such as Theology, Religious Education and effective prayer and ensure that the Kildare Ministries and Brigidine story are known and reflected in College life

- 2.8 Collaborate with the Assistant Principal - Staff to coordinate the professional learning needs of staff in relation to Accreditation to Teach in a Catholic School and Accreditation to Teach RE
- 2.9 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
- 2.10 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
- 2.11 Ensure all College immersion experiences, such as the Indigenous Immersion and Timor Leste Immersion, have a documented and comprehensive formation program for staff and student participants, that explores Catholic Social Teaching, College values and the principles of the Living Justice Living Peace Charter
- 2.12 In collaboration with the Catholic Identity and Mission Team, Operations, Risk and Compliance Coordinator and Level Leaders coordinate the annual celebration of Brigidine Day, ensuring that the day and fundraising initiatives are in keeping with the Mission, Vision and Values of the College and our collective commitment to justice
- 2.13 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
- 2.14 Advise the Principal on the placement of religious art, signs and symbols in our environment
- 2.15 Develop and promote relationships within the wider faith community, including local and priority parishes, parish priests and the College Chaplain
- 2.16 Be a member of and actively participate in external professional networks and/or associations (KM, KEM, MACS).

3. Liturgy and Prayer

- 3.1 Have overall responsibility for all College Eucharistic celebrations and liturgies including but not limited to, Commencement and End of Year, Year 7 Welcome, Year 12 Retreat, Year 12 Graduation, Brigidine Day and All Souls Day
- 3.2 Have overall responsibility for the coordination of year level attendance (7-9) at Parish Masses
- 3.3 Maintain the Chapel as a sacred place, reflective of the liturgical season, for celebration of the Eucharist, liturgies, class reflections, meditation and prayer
- 3.4 Lead and promote prayer, meditation and reflection in the College ensuring they are embedded in the culture of the College
- 3.5 Publish prayer rosters for staff briefing and the daily bulletin
- 3.6 Coordinate weekly meditation for staff and take an active role in leading it
- 3.7 Organise and promote resources to support the prayer life of the College.

4. Religious Education / Curriculum

- 4.1 Lead the Religious Education teaching team to further develop a dynamic, rigorous, theologically sound and engaging Religious Education curriculum across Years 7 – 12 which utilises a pedagogy of encounter approach
- 4.2 Lead the Religious Education teaching team in the development and implementation of assessment (formative and summative), including the preparation of examination papers
- 4.3 Ensure that all units of work (Year 7-10) are developed using a Backward Design/Understanding by Design approach and fully documented using the Kilbreda College template

- 4.4 Remain abreast of current research and pedagogy in Religious Education and relevant guidelines and course requirements for Religious Education courses as determined by KM/KEM, MACS, ACARA and VCAA

5. Management and Administration

- 5.1 Demonstrate high level organizational and administrative skills
- 5.2 Chair, prepare the agenda and circulate minutes of the Catholic Identity and Mission Team
- 5.3 Write a fortnightly report for the College Newsletter, and prepare articles for other key publications such as the Annual Report and Yearbook
- 5.4 Submit applications to Melbourne Archdiocese Catholic Schools for the accreditation of internal professional learning
- 5.5 Assist staff as needed to complete and submit their applications for accreditation to Melbourne Archdiocese Catholic Schools
- 5.6 Develop networks with the broader community and external agencies and represent the College at network meetings and conferences as appropriate.

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee.

Any significant additions to the responsibilities may be requested by the Principal (or nominee) through consultation and mutual agreement with the appointee.

SELECTON CRITERIA

1. Demonstrated understanding of and commitment to the beliefs and practices of the Catholic Church
2. Demonstrated commitment to Catholic Education and an understanding of the importance of charism and spiritual tradition in the life of a Kildare Ministries school
3. Accreditation to teach Religious Education in a Catholic School and/or Post Graduate qualifications in the area of theology or Religious Education
4. Demonstrated capacity as a Lead Teacher as reflected in the Australian Professional Standards for Teachers
5. High level capacity to translate a broad and contemporary knowledge of Religious Education and Faith Development into effective programs
6. Knowledge and understanding of the Enhancing Catholic School Identity Project and its application in schools
7. Excellent organizational and communication skills, including the ability to prioritise duties, meet deadlines, leading to effective and efficient work practices
8. Demonstrated capacity to lead and manage in ways that value and uphold high expectations of staff and students and that promote excellence, innovation and continuous improvement
9. Demonstrated ability to facilitate responsive, reflective and successful staff teams
10. Demonstrated commitment to ongoing professional learning and growth in the areas of education, leadership and faith formation.