



St Mary MacKillop College
CHOOSE LIFE WITH COURAGE

Head of Catholic Identity and Mission (K-12)

Location	St Mary MacKillop College
Accountability	Principal
Reporting to	Principal
Salary	70% of Principal Category 9
Time Allowance	0.4 FTE Teaching Load
Tenure	Ongoing

PURPOSE OF THE POSITION

The Head of Catholic Identity and Mission has specific responsibilities in relation to the development and implementation of programs related to the faith formation of students, staff and members of the wider school community. These specific responsibilities include prayer and liturgy, service activities and student and staff retreats.

CORE RESPONSIBILITIES

Catholic Identity:

- The organisation of Masses / Liturgies from Year 7 to Year 12.
- Assist the Primary Religious Education Coordinator with the organisation of Masses / Liturgies from Pre-Kindergarten to Year 6.
- The organisation of College Feast Days, including but not limited to, MacKillop Day Mass, Assumption Day, opening and closing Masses, Easter and Advent Liturgies.
- Creating and promoting a variety of prayer experiences and opportunities for students and staff.
- Organisation and promotion of our College Christian Service Learning Program.
- Takes responsibility for the planning and development of retreat opportunities and reflection days for students across the Secondary College. For Primary retreats, assist the Religious Education Coordinator with the organisation and running of the experience.
- Work collaboratively with staff to plan and run the biennial staff retreat.
- Oversee the College chapel.
- Actively support the role of the College in its links to the wider church and church agencies, personally and in the role of Head of Catholic Identity and Mission.
- Foster a culture of prayer, stillness and reflection among students and staff.
- Leading and facilitating staff professional learning in Mission and Catholic Identity.

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Education:

- Promoting and growing community formation in the Josephite tradition.
- Ensuring that all Catholic teaching is respected in the context of the wider curriculum.
- Be aware of the relevant Catholic education policies and procedures as they relate to ministry and pastoral care.

Innovation and Change:

- Promote student involvement in decision making processes and engagement through the provision of opportunities to enhance Catholic values.

Stewardship:

- Oversee staff Accreditation.
- Integrate key aspects of Laudato Si into the daily life of the College. This means recognising the inherent value of all creation, linking environmental care with social justice and taking action through sustainable practices and community wide transformation.
- Assist in reasonable management of resources so as to add value to the Catholic education provided; to take account of equity and diversity and to be open, transparent and accountable to public scrutiny.

Community:

- Contribute to the development of a College environment that is welcoming, hospitable, life-giving and just.
- Foster a positive relationship with the Parish and the wider community.
- Work with the First Nations Liaison Officer to build a shared understanding that respects both the Catholic faith and First Nations cultures, viewing them as complimentary rather than separate.
- Liaise closely with the Primary Religious Education Coordinator regarding the Sacramental program.
- Be an active part of the induction program for new staff, this includes running the College Faith, Story, Witness sessions.
- Promote an inclusive environment catering for the needs of all students, responsive to Catholic Social Teachings, including the common good, subsidiarity, solidarity and participation, all in the spirit of reconciliation, acknowledging the richness of a multi-cultural community.

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Additional Role Components:

All staff, in particular those in leadership positions within the College, are required to:

- Actively contribute to the maintenance of the Catholic Ethos; through a manner of life and stated beliefs that are in keeping with the teachings of the Catholic Church.
- Ensure the underlying values of the College Mission are embedded within practice in the classroom.
- In line with the College's Evangelisation Plan, foster ongoing spiritual formation amongst staff and students and promote the evangelistic role of the College.
- Contribute appropriately to the implementation of the College's Strategic Plan and Annual School Improvement Plan.
- Take an active part in the co-curricular aspects of College life.
- Fully participate in the Liturgical life of the College and be a positive role model for staff and students.

Additional Role Components continued:

- Complete the necessary PD associated with the Learning Area, Leadership Role and Accreditation to Lead in a Catholic School.
- Ensuring attendance at staff meetings, Parent Evenings and other College Functions as the Principal may require.
- Undertaking any other duties or responsibilities that may be assigned by the Principal.

Team Contribution:

- Ensure a friendly, helpful and professional demeanour at all times.
- Create positive and open communications to deliver the best possible outcomes.
- Ensure systems and processes are optimised for efficiency and effectiveness whilst seeking ways to continuously improve such systems and processes.
- Demonstrate a flexible approach to the role by undertaking other tasks to support all of the above.
- Support others and facilitate a team orientated professional environment.
- Demonstrate time management and organisational skills, including the ability to meet deadlines.
- Demonstrate the ability to work with a wide range of staff and have a demonstrated ability to build meaningful and professional relationships with students and families.
- Utilise effective interpersonal skills and initiative when dealing with difficult situations.
- Contribute to a positive and vibrant workplace.

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Work, Health and Safety

Your responsibilities as an employee include:

- Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on school premises, School premises include places away from a school campus such as a campsite or where school excursions may take place from time to time.
- Ensure understanding and compliance of the College OHS policy.
- Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment.
- Complying with, as far as practicable, all instructions given to you to ensure your own safety and health.
- Proper use of any personal protective clothing or equipment supplied to you.
- Not misusing or damaging any equipment you use.
- Prompt reporting of any hazards or incidents/accidents to your Leader including damaged college property.

Code of Conduct

You are responsible for ensuring you act within the framework of the College's Code of Conduct.

Special Conditions:

Some flexibility of hours may be required to facilitate effective input and involvement in the full scope of this position. This is likely to require the incumbent to attend a range of meetings and particular College events etc.

Essential Criteria

- Be a practicing Catholic with a strong commitment to Catholic education and an understanding of and willingness to embrace the Mary MacKillop ethos of the College.
- Completion of, or working towards, Accreditation to Lead in a Catholic school.
- A successful record of teaching and leadership experience.
- A proven record in curriculum and team leadership and a demonstrated ability to provide proactive and visionary leadership for faith and mission.
- Be committed to continuous improvement.
- Have an understanding of the issues facing young men and women and a passion for the education of young people.
- Current Teacher Registration.
- Current Working with Children Certificate and Police Clearance.
- High level interpersonal skills.