

POSITION DESCRIPTION

Director of Faith and Mission

POSITION	Director of Faith and Mission
RESPONSIBLE TO	The Principal
CLASSIFICATION	POL4
EMPLOYMENT TERMS	<ul style="list-style-type: none"> • Employment is in accordance with terms and conditions as outlined in the Victorian Catholic Education Multi-Employer Agreement (VCEMEA 2018) • Remuneration is in accordance with the VCEMEA 2018 and dependent on skills and experience
PREPARED BY	Principal
ISSUE: 01	DATE: July 2023

All staff members of Siena College are expected to support and promote the College mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation’s policies and procedures.

The role of Director of Faith and Mission (DFM) is one of witness, leadership and community. The role includes an evangelising mission to develop and nurture spirituality and faith in the context of a Catholic school in the Dominican Tradition. The Director of Faith and Mission supports and shares with the Principal, the role of Faith Leader to ensure that the Catholic ethos and Dominican charism flourish within the College.

The Director of Faith and Mission has particular responsibility for leading the prayer and liturgical life of the College; for collaborating with the Director of Formation and the Head of Justice Education to ensure that formation and service initiatives are animated by our faith and Dominican charism; for fostering student engagement with our Dominican tradition.

1. Leadership Responsibilities

- a. Work with the Principal and the Leadership Team to actively and publicly promote the Catholic and Dominican ethos of the College
- b. Work with the Principal and Leadership Team in developing and articulating a strategic vision for the future of the College, underpinned by our Catholic, Dominican tradition

POSITION DESCRIPTION

Director of Faith and Mission

- c. Provide leadership by actively and publicly supporting the College's Mission Statement and in implementing the College's Strategic Plan and School Improvement Plan
- d. Work with the Principal and Leadership Team to promote a sense of unity and purpose across the College
- e. Work with staff individually and collectively to assist in the development of a cohesive commitment to the Mission of the College
- f. Share with the Principal and Leadership Team in being a presence in the school and wider community
- g. Demonstrate excellent interpersonal and communication skills
- h. Develop authentic relationships with students, staff and parents, promoting collegiality and open dialogue
- i. Share with other members of the Leadership Team, duties related to overall leadership and management of the College
- j. Undertake any other duties as delegated by the Principal

2. Faith Leadership

- a. Work with the Principal to provide leadership in promoting the mission of the College as a Catholic school for young women in the Dominican tradition, and in the development of an informed understanding of Church teaching and tradition
- b. Lead the development and implementation of College policies relating to Catholic Identity, Dominican Charism, Faith and Mission, and ensure alignment with the College Mission Statement and Strategic Plan
- c. Model and inspire a commitment to the faith life of the College by working in an effective partnership with the College Leadership Team, staff in the Religious Education Faculty and those with ministry responsibilities, including the Head of Student Formation and Justice Education and Director of Formation
- d. Work with all staff to develop, implement and evaluate innovative Faith and Mission programs for students and staff
- e. Organise and lead the Year 12 Retreat, in consultation with the Year 12 Religious Education team
- f. Coordinate and promote rich liturgical and sacramental opportunities for students, staff and parents, including regular opportunities for prayer and reflection
- g. Support teachers at all levels with prayers, liturgies for Homeroom, House and Year Level Assemblies as required (e.g. Ash Wednesday), and Contemplation
- h. Ensure and oversee the development and facilitation of training of liturgical ministers, students and staff (e.g. Altar Servers and Eucharistic Ministers)
- i. Have overall responsibility for major College masses including the Welcome Mass, Graduation Mass, celebrations for St Catherine's and St Dominic's Day, class Masses, the annual Memorial Mass and the weekly Mass in the College Chapel

POSITION DESCRIPTION

Director of Faith and Mission

- j. Collaborate regularly with the College Chaplain in relation to the College's liturgical program and formation programs for students and staff
- k. Raise awareness of liturgical seasons, significant feast days and special dates such as Mission and Refugee weeks
- l. Provide leadership in the provision of appropriate faith development activities, professional learning and spiritual formation of staff, including opportunities for accreditation
- m. Support the development and provision of an appropriate induction and mentor program regarding the College ethos and Mission for all new staff to the College
- n. Inform the Principal and staff about developments in the area of Ministry and Faith and ensure access to current and relevant resources
- o. Report to the Principal, College Board and Leadership Team on issues of Faith and Mission
- p. Support the Ministry and Social Justice Captains, enabling them to form networks of support and communication in their roles
- q. Empower students and staff to be active contributors to right relationships and the common good by raising awareness of and encouraging action in response to local and global justice issues, in collaboration with the Head of Justice Education
- r. Have responsibility for external programs focused on the Catholic and Dominican identity of the College, such as Immersion Programs, Common Ground and the biannual Dominican Education Conference
- s. Contribute regularly to College publications and the College website in the area of Catholic Identity, Faith and Mission
- t. Actively and collaboratively promote the College motto Veritas and the annual College theme
- u. Represent the College at Dominican ministry and Religious Education network meetings and activities

3. Human Resource Leadership and Management

- a. Manage the allocated budget for Faith and Mission
- b. Show tact, respect and discretion in dealing with individuals and groups and ensure the confidentiality of information as appropriate
- c. As a member of the Leadership Team, extend support to all staff in exercising their duties

4. Committee Membership/Leadership

- a. Be a member of the Leadership Team
- b. Monitor and evaluate all College and student fundraising activities in collaboration with the Principal
- c. Represent the College at Religious Education and Faith Development Network meetings and activities



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Director of Faith and Mission

- d. Be a member of a Board Committee if requested by the Principal

5. Qualifications

- a. A post graduate qualification in a relevant field is highly regarded (eg: Theology or Religious Education)

6. General accountabilities for all Staff

- a. Demonstrate duty of care to students in relation to their wellbeing
- b. Be well informed and comply with College obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- c. Adhere to the College professional dress code for staff
- d. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
- e. Demonstrate professional and collegial relationships with colleagues
- f. Commit to and actively support the College agenda for continuous improvement through participation in school improvement planning as required
- g. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- h. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- i. Be familiar with and comply with all College policies and procedures



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KEY SELECTION CRITERIA

1. Demonstrated capacity for proactive educational leadership and highly developed skills in leading and managing continuous improvement in the faith and mission programs
2. Demonstrated knowledge and understanding of contemporary educational research, issues, trends, practices and policies
3. Highly developed interpersonal and communication skills including a demonstrated ability to develop and support effective teams
4. A commitment to the concept of a learning community and an ability to work with all members of the community to enhance the faith and mission programs
5. Demonstrated commitment to ongoing professional learning

This Position Description will be developed further to utilise the individual strengths and initiatives of the person appointed.

The Director of Faith and Mission is appointed for a three year period and has a time allowance of 30 periods.

A performance appraisal will be conducted midway through the period of tenure.