

# MacKillop College

## Director of Catholic Identity



### Position Description

Classification (CEMEA 2022)	Teacher
Position of Leadership Allowance	POL 4
Time Release	600 minutes
Position reports to	Deputy Principal: Catholic Identity

### About MacKillop College

MacKillop is a Catholic College in the Josephite tradition. Inspired by the spirit of St Mary of the Cross MacKillop, we strive to:

- encourage individuals to reach their full potential as life-long learners by providing an innovative, challenging and collaborative learning and teaching environment in a rapidly evolving society;
- foster leadership by empowering and developing all members of the school community;
- enhance positive relationships in a supportive community by promoting justice and a sustainable future;
- support wellbeing by affirming the intrinsic dignity of each individual, embracing diversity and empowering active citizenship;
- witness to the presence of God amongst us by celebrating our Catholic heritage as a faith community.

### Overview of the Role

The Director of Catholic Identity is a faith-filled educator, and supporter of the Catholic Mission and Ethos of the College. As a member of a vibrant Catholic Identity team, the Director works collaboratively to nurture an authentic and visible expression of Catholic identity across every aspect of college life. With a heart for mission and a mind for formation, the Director leads initiatives that deepen connection to the spiritual aspects of life, strengthening faith exploration and formation. The Director will lead activities which embed Catholic Social Teaching within the College culture.

The Director works closely with Deputy Principal: Catholic identity to develop, implement and evaluate learning and faith in action activities designed to depth knowledge of our rich Catholic tradition and provide authentic lived experiences of faith in our contemporary world.

**Please note:** This role description must be read in conjunction with the role description for a Teacher at MacKillop College.

#### Commitment to Catholic Education

- demonstrate an understanding of the ethos of a Catholic school and its mission
- demonstrate an understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church
- demonstrate a capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ
- willingness to integrate the Church's teachings into all aspects of curriculum

#### Commitment to Child Safety

- ensure students are provided with a child safe environment
- be familiar with and comply with the MacKillop College child safe policy and code of conduct, and any other policies or procedures relating to child safety
- demonstrate a duty of care to students in relation to their spiritual, physical and mental wellbeing
- implement strategies which promote a healthy and positive learning environment
- demonstrate an understanding of child safety standards and obligations (e.g. mandatory reporting)
- demonstrate an understanding of appropriate behaviours when engaging with children
- report any concerns relating to child safety immediately



## Accountabilities

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### Leadership of Catholic Identity

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- promote, support and enhance the understanding and embedding of Catholic Identity across the College
  - support the development of Catholic identity policies and procedures, ensuring appropriate alignment with Melbourne Archdiocese Catholic Schools (MACS)
  - actively support the achievement of the College's Catholic Identity strategic goals and priorities
  - lead the awareness and formation of staff in understanding the Mary MacKillop and Sisters of St Joseph of the Sacred Heart charism and its significance on our community
  - oversee and coordinate the achievement of Catholic Accreditation requirements for teaching staff
  - foster relationships with the local Parish Priest, Bishop, local Catholic agencies and the broader Church community
  - foster relationships and partnerships with external organisations with aligned values
  - actively participate in external professional networks and/or associations
  - support and encourage staff reflection on the theological and philosophical underpinning of Catholic identity and the Mission of Catholic education
  - promote the religious dimension of the College by supporting the Religious Education curriculum, liturgical celebrations, and faith-in-action activities
  - ensure Catholic Identity appropriately incorporates culturally responsive teaching practices
  - support the Learning Area Leader: Religious Education (RE) in the ongoing development, implementation and evaluation of the RE curriculum.
  - create an environment that facilitates the exploration of faith in a respectful and inclusive way which recognises the uniqueness of every person's faith journey
  - work collaboratively with the Faith in Action Leader to encourage and support student and staff participation in educational and practical demonstrations of Catholic Social Teaching and Mission
  - work collaboratively with the Student Leadership Coordinators to ensure that Catholic identity is appropriately incorporated into all student assemblies and gatherings
  - in consultation with the Deputy Principal: Catholic Identity, manage the use of the Chapel of St Mary of the Cross
  - support the Deputy Principal: Catholic Identity, to oversee fundraising requests and initiatives, ensuring they are aligned to MacKillop College policies
  - assist staff with the induction into the purpose and contribution of the Catholic Identity, and how they can contribute to the life of MacKillop College
  - represent the Deputy Principal: Catholic Identity as requested
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### Prayer, Mass and Liturgy

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- oversee the planning and facilitation of College Eucharists, liturgies, student retreats and staff spirituality days
  - oversee the development, implementation and evaluation of a comprehensive program for daily prayer, spirituality and faith in action across the College
  - ensure there is a Catholic Identity presence and focus for whole school gatherings such as assemblies and celebrations
  - collaborate with Year Level leaders to plan and deliver prayerful reflections and formation
  - ensure that staff, students and families can contribute meaningfully to the ritual life of the College
  - promote the understanding and respect for sacred spaces, stories and objects
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### Communication

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- provide meaningful and regular feedback to the Deputy Principal: Catholic Identity on strategic and operational matters relating to Catholic Identity
  - in consultation with the Deputy Principal: Catholic identity, lead and disseminate communication on behalf of the Catholic Identity team to students, staff and families
  - represent the College and Catholic Identity team at internal and external meetings
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## Professional Development

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- mentor and support staff as required on their personal faith journey
- provide advice and pedagogical guidance to teachers on the teaching of Religious Education in conjunction with the Learning Area Leader: Religious Education
- assist teachers and Year Level Leaders to develop their professional knowledge and understanding of Catholic identity
- facilitate professional learning for all staff
- advocate for teachers and Year Level Leaders to participate in professional learning, and faith in action experiences
- support a performance and development culture that encourages feedback from students, families and staff
- actively participate in professional development to continuously develop new skills
- participate in appraisal/feedback processes to receive constructive feedback, as required
- maintain currency in learning technology skills required

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## General Expectations

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- support the Victorian Catholic Education Authority (VCEA) 'Statement of Principles Regarding Catholic Education
- act as a role model for students
- abide by the MACS Code of Conduct
- actively contribute to the achievement of the School Improvement Plan
- stay informed by reading Principal Memo, all College emails and other correspondence on at least a weekly basis and respond appropriately
- abide by all College policies and procedures
- work collaboratively and build effective working relationships
- ensure MacKillop Colleges' public image, professional reputation and best interest is represented through all interactions and activities
- model a professional approach for all staff and students, including conduct, language, and professional dress
- attend all relevant school meetings, functions, events, liturgies, open days, staff faith, professional development as required by the Principal
- observe the strictest confidentiality for all sensitive and private information
- participate in duty supervision as rostered and other supervision duties as required
- actively contribute to the care of all College facilities, grounds, equipment and resources

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## Work Health and Safety

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- take reasonable care of your own health and safety
  - take reasonable care for the health and safety of others who may be affected by their acts or omissions
  - cooperate with any actions MacKillop College implements to comply with WHS requirements
  - comply with all Safe Working Procedures
  - use appropriate Personal Protective Equipment (PPE) as required
  - periodically update MacKillop College about any medical condition that:
    - is life threatening or may require Emergency Services to be called
    - could impact on their ability to perform their duties
  - complete safety training courses as required and participate in compliance briefings or inductions as required
  - do not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare
  - report all hazards (e.g. unsafe working conditions) and incidents (e.g. injuries, illnesses etc.)
  - work co-operatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues
  - undertake all work activities in a manner that ensures the workplace is free from harassment, bullying and discrimination and supports workplace diversity
  - contribute to a healthy and safe work environment and comply with all safe work policies and procedures
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## Other Duties

It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.

## Required Capabilities

Catholic Identity	<ul style="list-style-type: none"><li>• a demonstrated commitment to working in a Catholic Education environment</li><li>• demonstrated pastoral approach towards student and staff relationships</li></ul>
Duty of Care	<ul style="list-style-type: none"><li>– complete annual Child Protection and Mandatory reporting training</li><li>– Must maintain currency qualifications in:<ul style="list-style-type: none"><li>– First Aid and CPR</li><li>– Mandatory reporting</li><li>– Anaphylaxis management</li><li>– Asthma management</li></ul></li><li>• an ability to identify and assess risks for students and implement appropriate mitigation responses/actions</li><li>• provide appropriate direction, supervision and support to staff and students</li></ul>
Emotional intelligence	<ul style="list-style-type: none"><li>• a demonstrated understanding of social and emotional issues connected to student life</li><li>• demonstrated sensitivity in managing confidential information</li><li>• an ability to build positive and meaningful relationships with students</li><li>• an ability to build relationships with staff and students and set clear behavioural expectations</li><li>• an understanding of trauma informed practice</li><li>• an understanding of emotional regulation of self and others</li></ul>
Communication	<ul style="list-style-type: none"><li>• excellent written and oral communication skills</li><li>• strong negotiation skills</li><li>• develop authentic relationships with students, staff and families, promoting collegiality and open dialogue</li><li>• an ability to provide clear instructions in a timely manner to staff and students</li></ul>
Organisation	<ul style="list-style-type: none"><li>• ability to manage tasks with minimal supervision</li><li>• lead change implementation within a team</li><li>• demonstrated ability to engage problem solving</li><li>• analytical thinking</li><li>• capacity to work to timelines</li><li>• demonstrated organisational skills including strong attention to detail</li><li>• proven time-management skills, with the ability to prioritise</li><li>• exhibited self-motivation</li></ul>
Contemporary Teaching	<ul style="list-style-type: none"><li>• possess a broad knowledge of current teaching practices, trends, theory and pedagogy</li><li>• can use multiple teaching techniques to engage students in learning</li><li>• can use a broad range of learning systems and technologies</li><li>• contemporary knowledge of the subject matters being taught</li></ul>
Approachable	<ul style="list-style-type: none"><li>• a demonstrated ability to foster a welcoming and calm learning environment that promotes positive behaviour</li><li>• be receptive to new ideas, innovative practices and adaptable to change</li><li>• be enthusiastic and professional</li><li>• be a positive role model for colleagues and students, demonstrating a commitment to life-long learning</li></ul>
Teamwork	<ul style="list-style-type: none"><li>• ability to lead and manage a medium sized team</li><li>• flexible and willing to help and support others</li><li>• ability to collaborate with the teachers, staff and students</li><li>• ability to develop and maintain excellent working relationships with key stakeholders</li></ul>

## Qualifications, Education and Experience

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### Essential

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- A commitment to teaching in Catholic School environment
  - Current Victorian Institute of Teaching (VIT) registration with an accreditation to teach Religious Education in a Catholic school
  - Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum
  - Tertiary qualifications in Theology, Religious Education, or a related field (preferably at postgraduate level)
  - Demonstrated personal commitment to the Catholic faith
  - A sound understanding of Catholic theology, tradition, and contemporary Church issues
  - Ability to plan and lead engaging, meaningful liturgical celebrations appropriate to the school context
  - Experience in supporting retreat programs, prayer services, and other spiritual formation experiences
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### Desirable

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- Experience in leading student and staff social justice initiatives and community service programs
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## Declaration

I accept the above duties for the position at MacKillop College.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_