



NAZARETH COLLEGE

ROLE DESCRIPTION

DIRECTOR OF FAITH AND MISSION

POSITION REPORTS TO: Principal, Deputy Principals	AWARD: Entitlements under the Victorian Catholic Education Multi Enterprise Agreement 2018 (or its successor)
CLASSIFICATION: POL 3 16 x 75 minutes periods per 10-day cycle	TERMS OF EMPLOYMENT: Two-three years (Depending on Appointee)
ANNUAL LEAVE: As per VCMEA Award	REQUIREMENTS: On Commencement, Directors will meet with the Deputy Principal and/or Principal to set goals Annual Review Meeting Formal Appraisal in Semester 2 of penultimate year of appointment Victorian Institute of Teaching – Full Registration CECV Accreditation to Teach in a Catholic School Criminal Record Check/VIT/Working with Children Check
COMMENCEMENT DATE: 27 January 2021	TO BE REVIEWED BY AND DATE: The Principal in the penultimate year of the contract

CONTEXT

Nazareth College is a Catholic Coeducational Regional Secondary College established in 1986. It is a learning community centred on the person of Jesus Christ. The Nazareth Community is committed to the safety, wellbeing and inclusion of all students in its care.

Through learning and teaching in the Catholic tradition, we foster a culture of Faith, Wisdom and Knowledge.

‘He returned to Nazareth and became strong, filled with wisdom; And the favour of God was upon Him.’ (Luke 2:40)

DIRECTOR OF FAITH AND MISSION

A Catholic school has a responsibility in ensuring that the highest value is placed on leadership and vision in educating young people in the Church's mission of faith development.

The Director of Faith and Mission is a member of the College Leadership Team and shall be responsible to the Principal and will work in close collaboration with the Deputy Principal (Staff and Students) to provide leadership and direction of the College's Faith and Mission initiatives and programs. They will interact with all areas and levels of staff within the College and relevant external stakeholders to ensure high standards of Faith and Mission at the College

The Director of Faith and Mission is responsible for the implementation of the College Vision and Mission, College policies and the planning, organisation and efficient running of Faith and Mission at the College. They will plan, prepare and evaluate the delivery of programs designed to instruct in the knowledge of faith and provide an experience of lived faith so within our community, we have the opportunity to encounter Jesus the Nazarene.

The Director of Faith and Mission will work with the Heads of House and Instructional Leaders to develop and organise a combination of liturgy, workshop, social justice activities, retreats, reflection experiences, and community service, as appropriate across year levels and houses. The Director of Faith and Mission will be an active member of the Leadership Team and will demonstrate an open, flexible and creative approach, working to ensure that Nazareth College's stated aims, objectives and Mission Statement are reflected in practice across the School and are promoted within the Community.

The Director of Faith and Mission will work collaboratively with the Principal, Deputy Principals and Religious Education Instructional Leader to foster prayer and liturgy within the School Community. They will contribute to the promotion, and ongoing development, of a culture which respects and values all members of the School Community. They will also promote the wellbeing of students and staff.

The Director of Faith and Mission's role is one of faith, leadership, guidance and service. This role promotes and fosters a commitment to follow the discipleship of Jesus and be connected to our faith. This role involves creating a faith development program for both staff and students that fosters a strong Catholic climate. They will be responsible for the planning and implementation of a range of programs and activities related to the Catholic identity of the College so we can encounter Jesus the Nazarene.

The Director of Faith and Mission is responsible for the ongoing development of the Catholic identity and spiritual life of the College and leads staff to witness the Christian message. As a member of the Leadership Team, the Director of Faith and Mission is responsible for ensuring that policies, procedures and programs adhere to CEM Religious Education frameworks. The Director of Faith and Mission engenders a high level of alignment with the College's vision and mission, while promoting a spirit of mutual support and responsibility.

The Director of Faith and Mission works with relevant staff in the planning, facilitation and management of a whole school approach to faith activities and to ensure that related faith development programs and activities are thoroughly prepared, implemented and reviewed. Faith development program includes outreach activities at the service of people and the Church so as to be a witness to the presence of Jesus the Nazarene in the world.

Catholic schools are places where the sacred dignity of each person is recognised, respected and fostered. Nazareth College take an integrated and collaborative approach to building and strengthening a safe and respectful school community which is safe. The partnerships between staff are pivotal in the learning, wellbeing and empowerment of Nazareth College students.

Nazareth College is committed to the safety, wellbeing and inclusion of all children and young people. All employees of and volunteers to the College must be committed to providing the highest level of safety and care. It is expected that the Director of Faith and Mission will contribute to the safety and wellbeing of all students and will hold a CECV Accreditation to Teach Religious Education in a Catholic School and appropriate post graduate qualifications.

The successful candidate for this position will commence 27 January 2021. They have the option of nominating a two or three year period of appointment. For the nominated tenure, an ongoing teaching position is associated with this appointment.

RESPONSIBILITIES OF THE DIRECTOR OF FAITH AND MISSION LEADERSHIP TEAM

- As a member of the Leadership Team, the Director of Faith and Mission is involved in whole school strategic planning and shares in the day to day administration and decision making;
- Actively participates in the implementation of all College policies;
- Work with staff on professional standards and accountability;
- Provide strategic leadership and management in the performance of his / her duties;
- Enthuse staff, students and parents by fostering quality relationships and community development;

- Assists the Principal as requested in interviewing and appointing staff to both internal positions and those positions which are advertised externally;
- Act as the Principal's nominee in the Annual Review Meeting process;
- Maintain confidentiality and support the Principal and other members of the Leadership Team;
- Attend Leadership Team and Staff Meetings;
- Attend significant functions on the calendar as directed by the Principal;
- Be available for overseas tours camps retreats and holiday periods as required;
- Conduct Year 7 enrolment interviews;
- Promote and celebrate the Catholic ethos and mission in the life of the College Community;
- Play a major role in College management, formulation of College policy and strategic planning;
- Ensure a personal professional approach to teaching duties;
- Be available on call during the term break and other 'out of school hours' times for emergency situations that may arise.

CURRICULUM DESIGN

- Actively and effectively participate in curriculum planning aligned with the School's vision;
- Sound knowledge of various content and process requirements of the Nazareth College Learning Framework, Victorian Certificate of Education and Victorian Curriculum which are within the auspices of the instructional area;
- Model, inspire and supports staff and students with a clear focus on continually improving student outcomes;
- Contribute to an ongoing process to develop, communicate and implement the School Improvement Plan and Annual Action Plan;
- Remain abreast of current research and pedagogy in faith formation;
- Ensure that the aims and objectives of the curriculum program are being met;
- Ensure that curriculum across the College is in line with Catholic teachings.

TEACHING AND LEARNING PRACTICES

- Teach classes and model a wide range of teaching and learning practices, including cooperative learning, action learning, strategies for coping with differences in preferred learning styles, and enhanced opportunities for skills based learning;
- Exemplify leading pedagogies in classroom practice and promote learning innovations;
- Plan for suitable interventions or opportunities to address identified needs by liaising with appropriate staff (eg Learning Diversity, Counsellor);
- Hold regular formal and informal meetings with staff focused on improving student outcomes;
- Review relevant policies ensuring they are in line with catholic teachings and support the engagement and participation of students;
- Ensure feedback is given to assist and support teaching growth;
- Demonstrate explicit teaching and learning outlined in the learning policy;
- Improve student engagement and learning through differentiation and student ownership;
- Maintain a knowledge of relevant Church teachings, contemporary educational theory and practice;
- Work with the Religious Education Instructional Leader to further develop a dynamic, compliant, innovative and engaging Religious Education curriculum;
- Remain abreast of relevant guidelines and course requirements of CEM, ACARA & VCAA.

RELIGIOUS EDUCATION

- Knowledge and understanding of contemporary trends and research into student faith development;
- Understanding of the issues that most concern students regarding faith;
- Knowledge of contemporary approaches to effective faith formation and development of Catholic Identity;
- Apply technology to learning within Religious Education;

- Be continuously involved in reflective practice and professional growth;
- Seek opportunities for developing in all students' confidence in, and ownership of learning, self assessment skills, cooperative and collaborative learning, and explicit thinking skills;
- Prepare and update course material for handbooks and relevant school publications;
- Ensure that all safety requirements are met in terms of OH&S legislation and school policy;
- Develop clear links between Reflection Days and the RE curriculum;
- Oversee the Cocurricular Community Service activities eg Soup Kitchen;
- Encourage prayer and reflective opportunities across the College;
- Promote the Catholic Ethos within the wider College Community;
- Provide support to staff wishing to become accredited to teach RE in a Catholic School;
- Ensure that the affective elements of the RE curriculum are present in relevant and meaningful liturgical and ministry opportunities that are incorporated in the RE programme;
- Provide and model leadership, direction, strategy and innovation in learning and teaching within RE to improve student outcomes;
- Provide advice regarding teaching allocations and the selection of new staff members;
- A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ;
- Establish positive relationships with all students and support their spiritual, physical, intellectual, social, emotional and moral development;
- Participate in religious celebrations including Masses, Retreats and Community Service;
- Understand and commit to improving student learning experiences through the synthesis of faith development, education and wellbeing of all students;
- Assist staff and students to develop their sense of belonging as members of the school through participation in rituals and celebrations that foster the development of a relationship with each other, with God and with the Community;
- Work to create a culture of service;
- Articulate his/her own Catholic faith in a contemporary and accessible way;
- Demonstrate a deep appreciation of Catholic beliefs and values, with a commitment to uphold, contribute to and ensure that all areas of life at Nazareth College are consistent with, and reflective of the Catholic ethos;
- Work with the College to provide a rich liturgical life and an engaging Catholic Ministry;
- Support staff in prayer/liturgy/retreat programs and other religious celebrations;
- Promote an awareness of, and commitment to, issues of social justice;
- Support Leadership in the organisation, coordination and attendance of year level events, such as retreats, parent information nights, camps and orientation activities;
- Plan and promote in-service programs, meetings, observation days, and guest speakers etc to assist staff development;
- Ensure a prayer table and relevant decorative features are arranged in every classroom to enhance the learning environment and provide a welcoming atmosphere;
- Ensure time is allowed for prayer and make every effort to create a quiet reflective tone.

FAITH LEADERSHIP & DEVELOPMENT

- In collaboration with the Principal, and other staff, lead and support the Faith and Spiritual life of the College as a Catholic school, inspired by the call of the Gospel and strategic plan;
- Lead, develop and implement opportunities for reflection, prayer and liturgical celebration with the College Community and inspire, promote and inform the wider community on the religious dimension of the College;
- Organise liturgy, worship and reflection experiences including but not limited to College Masses, such as the Opening College Mass, End of School Year Mass, Nazareth Day Mass, and Feast of the Assumption Mass, Year 12 Graduation Mass, Year 12 Retreat, House Masses, Class Masses, Ash Wednesday Liturgy, Year 7 and Year 9 camp liturgy, Holy Week Reflection, Christmas Reflection, College Assemblies and Year Level Reflection Days and significant Nazareth traditions in an appropriate and inclusive manner;
- Support the Religious Education Instructional Leader regarding the organisation of retreats, social justice activities and College liturgical events;

- Coordinate programs which involve parents and students and promote education programs for parents and the wider community;
- Lead the staff reflection day and other formation occasions for staff as requested;
- Encourage and support the growth of the Catholic culture and traditions of the College;
- Support initiatives with respect to Religious Education, faith development and social justice;
- Lead staff and stakeholders (including NCCA and Advisory Board) in formation activities, reading and dialogue around the Catholic ethos of the College;
- Provide leadership and support to staff and students in the provision of opportunities for daily prayer, participation in sacramental and other celebrations of the liturgical year, and other significant occasions in the life of the College and in their individual faith journeys;
- Work with the staff to foster opportunities for involvement of students in age appropriate social justice activities. Ensure compliance with CEM guidelines for such activities;
- Liaise with Canonical Administrators and Parish Priests to facilitate their involvement in the liturgical and prayer life of the College and to establish closer links;
- Works closely with the Religious Education Instructional Leader to ensure close connection between ministry beyond the classroom and outside the classroom;
- Provides cocurricular opportunities for students to explore elements of spirituality, Christian living and youth ministry;
- Provides faith development opportunities for parents;
- In consultation with parish priests supervise the sacramental program, including reconciliation, first communion and confirmation;
- Provide prayers for College Community occasions eg Presentation Evenings, Blessings of Buildings;
- Provide daily prayer in the daily notices on Simon;
- Lead Catholic Education Melbourne Faith activities for the College (eg Catholic Education Week);
- Lead school involvement with Archdiocesan youth events (eg ACYF, World Youth Day).

CATHOLIC IDENTITY

- Through the identification, implementation and evaluation of goals and strategies aligned with our Strategic Plan;
- Liaise with the Leadership Team in the organisation of the annual Staff Reflection Day;
- Assist Pastoral Teachers to lead daily prayer within Pastoral groups;
- Assist staff to lead daily prayer;
- Foster the religious dimension of creative arts, paying attention to liturgical music and art;
- Oversee Social Justice activities in consultation with students and relevant staff members;
- Recommend annual College themes and prepare related scriptural references;
- Organise and promote weekly Thursday morning Mass;
- Coordinate the development of a range of compulsory and voluntary faith development activities;
- Complete a liturgy and faith calendar for the year, in liaison with the Deputy Principal;
- Regularly contribute articles and photos for the newsletter, social media and other communication means to promote the faith life of the College.

PROFESSIONAL LEARNING

- Lead and facilitate Professional Learning relating to faith, theology, prayer and spirituality;
- Maintain staff records regarding Accreditation to Teach and to Teach Religious Education in a Catholic School, and actively encourage staff to attain their Accreditation within five years of employment at the College;
- Be open to research areas of interest relevant to directions provided in the strategic plan;
- Provides professional learning experiences so that all staff can develop a theological and spiritual perspective on their role in a Catholic school;
- Be a member of and participate in external professional networks and/or associations.

COORDINATE PRAYER AND LITURGY THROUGHOUT THE COLLEGE

- Coordinate the provision of opportunities for prayer, meditation, and reflection;

- Raise awareness within the School Community of the Church's significant liturgical seasons and feasts, church activities and ministries, particularly related to local parishes;
- Coordinate the provision of student prayer in Simon Notices;
- Oversee the purchase of resources related to liturgy in the College;
- Be available to students regarding matters of faith development;
- Build positive relationships with Canonical Administrators;
- Facilitate house masses and liturgies;
- Facilitate Year 7 class masses in liaison with appropriate Religious Education staff members.

DEVELOP THE CHARISMS OF EACH HOUSE

- Coordinate feast days to be associated with each House;
- Oversee the calendar of liturgical events related to each House;
- Assist and work with Heads of House to develop the charism of each House and to develop prayer and liturgical skills of the students in each House;

CHAPEL

- Introduce Year 7 classes to the Chapel;
- Coordinate the booking of the Chapel;
- Ensure the Chapel is maintained and used appropriately;
- Regularly check and maintain the resources of the Chapel;
- Be responsible for the chapel and sacristy and maintain it as a place of reverence and quiet;
- Assist teachers in developing suitable skills in the use of the College Chapel.

RETREATS

- Plan and implement retreat/reflection activities at all year levels as required;
- Plan and oversee the Year 12 Retreat including planning the theme and the liturgy;
- Assist in planning staff for retreats to ensure faith activities are effectively run.

PASTORAL CARE

- Proactively monitor and support student wellbeing;
- Exercise pastoral care in a manner which reflects College values;
- Implement strategies which promote a healthy and positive learning environment and actively and explicitly link our faith to our pastoral care and social justice programs;
- Attend school liturgical celebrations;
- Oversee the focus of Social Justice activities;
- Build a culture of openness and transparency that engages student voice and participation.

RELIGIOUS EDUCATION LEADERSHIP

- Participate in the development of policies, structures and programs that create a climate in the school that is permeated by the spirit of the Gospel;
- Facilitate students and staff in leading liturgical celebrations in an appropriate manner;
- Work collaboratively with staff to facilitate student leadership of liturgies and celebrations;
- Promote the concepts and practice of Faith, Wisdom and Knowledge and the Integrity of Creation throughout the School Community;
- Work with the Religious Education Instructional Leader to foster the ongoing development, implementation and evaluation of Religious Education (RE) learning programs;
- Support the Religious Education Instructional Leader in the provision of advice and guidance to staff, ensuring all programs and curriculum reflect the Catholic ethos of the College;
- Oversee and chair meetings related to retreats, social justice issues, and other similar projects;
- Support students to plan, conduct and evaluate fundraising activities that are in accordance with house charities goals. Ensure funds raised are provided in a strategic and ethical manner;
- Build links between community agencies and Nazareth College as appropriate;

- Empower students to be advocates of social change through exercising leadership of forums, seminars and other learning processes;
- Contribute to the fostering and development of student wellbeing;
- Promote youth involvement in church activities and youth ministries through parish and community networks;
- Develop, in conjunction with the Leadership Team, a spiritual dimension to the Professional Development program for each member of staff;
- Support the Religious Education Instructional Leader in all aspects of the RE program;
- Report, monitor and encourage students to report on their faith activities, in the newsletter and yearbook;
- Monitor all programs in accordance with CECV policies and guidelines;
- Develop and facilitate the training of liturgical ministers eg Eucharistic Ministers;
- Support the Religious Education Instructional Leader with the planning and organisation of the retreat program for all students, creating a variety of options to meet the needs of the students and suitable Days of Reflection or seminar topics for Years 7-12;
- Facilitate the Catholic Identity Project in partnership with the Principal and Deputy Principal and Religious Education Instructional Leader;
- Attend Information Evenings, Graduation Dinner, Graduation Mass, Year Level Parent Evenings, and other college functions;
- Prepare articles and reports for the College Yearbook, College Newsletter and Annual Report Respond to and support staff, students and families of the College in times of crisis (eg bereavement).

RESOURCE MANAGEMENT

- Together with the Business Manager, prepare and manage the budget for Faith and Mission;
- Purchase, maintain and develop resources related to Faith and Mission;
- Promote effective reading through the dissemination of appropriate journals, periodicals and magazines, and sharing of resources regarding faith practices and Religious Education;
- Distribute resources/information to staff members.

CLASSROOM MANAGEMENT

- Apply effective behaviour management with a focus on PBS and restorative practices which are consistent with the College's Behaviour Management Policy;
- Have knowledge of and advise students of the school's policies and procedures;
- Encourage student cooperation, emphasising respect for others and observation of school rules and expectations for appropriate behaviour;
- Form working relationships with students which are positive, consistent and fair;
- Take responsibility for managing inappropriate student behaviour;
- Be punctual, manage time, lesson planning and assessment schedules efficiently;
- Establish a learning environment where students feel safe and are encouraged to be fully engaged;
- Monitor student progress and liaise with relevant staff regarding individual needs;
- Take responsibility for the pastoral needs, duty of care and standards of behaviour of all students inside and outside the classroom;
- Protect the safety and wellbeing of each student;
- In conjunction with the Child Safety Officers, implement the child safe policy and code of conduct and any other policies or procedures relating to child safety;
- Report irresponsible or improper behaviour that is beyond normal classroom management to the Heads of House or Director of Student Wellbeing.

LEADERSHIP

- Implement decisions and procedures as directed by College Leadership which assist in the efficient organisation of the College;
- Provide exemplary leadership by example and direction where required with respect to the delivery and implementation of the College Strategic Plan;

- Exercise a shared responsibility to ensure that the mission of the Catholic Church is brought to life in the College. The role is predicated on the belief that to be effective, the work will be informed by a vision of Catholic education that is Gospel based, people centred, inclusive and holistic;
- Provide positive and supportive leadership through appropriate peer observation, mentoring, feedback and support and hold staff accountable for following procedures;
- Manage and lead programs to promote a safe workplace and optimal learning opportunities;
- Leaders are of one voice and supportive of each other in all initiatives and messaging to staff, students and parents;
- Foster an environment of professional trust, empowerment and learning;
- Be aware of, address and manage all aspects of OHS;
- Demonstrate an active and supportive interest in College events, particularly those in which students are involved (eg swimming carnival);
- As part of the College coaching and ARM process, facilitate a growth coaching conversation to develop appropriate goals;
- Participate in College requested PD to continue to build leadership capacity and growth;
- Support staff to use restorative and PBS processes and practices;
- Assist with staffing allocations and induction of new staff members;
- Actively promote collective efficacy through a shared commitment to the improvement of practice and an openness to feedback.

PROFESSIONAL EXPECTATIONS

- Exercise discretion when handling confidential and sensitive information;
- Attend College functions, meetings and events as required;
- Adhere to College policies and procedures;
- Show collegiate support of all staff;
- Continue to meet the characteristics of a Lead Teacher as documented in the Australian Professional Standards for Teachers (AITSL);
- Ensure that the teaching is of the highest standard and caters for the needs of all students;
- Hold and document regular meetings with staff to discuss educational issues especially those related to wellbeing;
- Participate in professional learning and networks to broaden knowledge and improve practice;
- Take an active role in the Cocurricular programs;
- Interact positively and proactively with parents to build strong relationships
- Ensure Nazareth College continues to build its reputation as a school of choice;
- Communicate information of a serious nature to the Deputy Principal or Leadership Team;
- Ensure Nazareth College continues to build its reputation as a school of choice.

CHILD SAFETY

Every person employed or volunteering at Nazareth College has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. Such responsibility requires employees to:

- Provide students with a safe environment and proactively monitor and support student wellbeing;
- Be a suitable person to engage in child connected work;
- Be experienced in working with children;
- A demonstrated understanding of child safety and protection;
- A demonstrated understanding of appropriate behaviours when engaging with children;
- A thorough knowledge of legal obligations relating to child safety under Ministerial Order No. 870 Child Safe Standards and expectations of CEM, PROTECT, VIT and VRQA;
- A demonstrated understanding of and commitment to child safety protocols, codes of conduct and to ensuring Nazareth College is a child safe school;
- In conjunction with the Child Safety Officers, implement the child safe policy and code of conduct and any other policies or procedures relating to child safety;

- To ensure all protocols relating to reporting an issue of child safety and mandatory reporting are adhered to in the protection of the safety and wellbeing of all students.

OTHER DUTIES

- No position description can be entirely comprehensive and the incumbent will be expected to carry out such other duties as requested by the Principal or his delegate as may be required from time to time and are broadly consistent with the responsibilities of this position description;
- The position is subject to review and modification by the Principal (or nominee), through consultation and agreement with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee;
- The position will, from time to time require attendance outside normal hours;
- The successful applicant will require a commitment to ongoing professional learning;
- All employees at Nazareth College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

QUALITIES

- The Director of Faith and Mission by their dress, demeanour, respect for others, and support and involvement, will provide an exemplary example to staff and students;
- They must be prepared to develop a knowledge of the needs of the students in their care and be prepared to make themselves available to families;
- Be professionally competent in teaching, administration and pastoral care;
- The role of the Director of Faith and Mission by its very nature, requires a broad knowledge of the life of the College, detailed awareness of individual students, and a willingness to give of oneself rather than simply giving of one's time;
- The Director of Faith must be knowledgeable of, and active in promoting Child Safety policies and protocols within the College;
- The role requires a commitment to lead restorative and PBS processes and practices in all interactions with staff, students and parents;
- Demonstrated record as a highly accomplished teacher in respect of the Australian Professional Standards for Teachers;
 - Attends and supports College activities such as Open Day, Information Evenings and camps as required. From time to time these may occur outside normal working hours;
 - The Director of Faith and Mission should be an active member of his/her Parish;
 - Attend a planning day prior to the start of school each year;
- Active personal spiritual life that is informed through authentic practice, ongoing reading and knowledge of key issues that are of importance in a coeducational school;
- Ability to talk to people about God;
- Ability to work as part of a team with the ability to cultivate credibility, respect and honesty;
- Demonstrates a respect for and acceptance of difference in students, parents and staff.

KEY PERFORMANCE INDICATORS

- Accountability and efficiency in the carrying out of the duties of the position;
- Be committed to the safety and protection of all students;
- Be approachable and responsive to all members of staff;
- Able to competently carry out multi tasking duties both in immediate and longer term situations;
- Show initiative and energy in all matters pertaining to student wellbeing;
- Give strong evidence of commitment and contribution to the effective running of the Wellbeing Team;
- Actively support, model and promote the use of restorative and PBS practices and processes in dealings with staff and students.

SELECTION CRITERIA

Nazareth College, Noble Park North recognises and values the unique gifts talent and experience of each applicant. The criteria listed below (not listed in a full priority order) will inform the selection process.

1. Support of the vision and mission statements of our learning and faith Community.
2. A commitment to the Catholic ethos of the College and recognition of the role of all leaders.
3. Capacity to provide leadership characterised by lateral thinking, innovation and a willingness for ongoing improvement and to embrace change.
4. An understanding of the cooperative teaching connections between pastoral, academic, social, spiritual, cultural, sporting and creative factors that work together to provide a dynamic learning community committed to the wellbeing of the whole person.
5. Demonstrable understanding of the AITSL Standards..
6. Strong understanding of and experience in managing and teaching Religious Education
7. Ability to communicate and interact with all College members positively and appropriately.
8. Previous experience managing a team with a focus on success and outcomes.
9. Well developed organisational and interpersonal skills including a demonstrated ability to work effectively, independently and collaboratively in a team environment. including the ability to manage information and correspondence with confidentiality, discretion and diplomacy with staff, students and parents/guardians.
10. Commitment to the promotion of restorative and PBS practices and processes.
11. Sound understanding of child safe standards and mandatory reporting requirements as they apply to Nazareth, and a strong commitment to providing a child safe environment.
12. Accreditation to teach in a Catholic school.
13. Demonstrated interest in the design, planning and running of liturgies.
14. An understanding of the Vision, Mission and Values Statement of Nazareth and Catholic Education.
15. An awareness of the Enhancing Catholic Identity project and its application in the local context.
16. An understanding of Horizons of Hope – An Education Framework for the Archdiocese of Melbourne.
17. A proven ability to lead and nurture students and staff in a dynamic and caring learning environment.
18. Experience in leadership and management of staff, which is collaborative and inclusive.
19. A proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures.
20. Demonstrates highly developed interpersonal and communication skills and the ability to liaise and communicate effectively with people at all levels and from varying backgrounds.
21. Extensive teaching experience as a secondary school teacher in the subjects required.
22. Registered Teacher in Victoria (or eligible for registration).
23. First Aid Certificate – Level 2.
24. Anaphylaxis Awareness training.
25. Non Government Schools Protecting Children Mandatory reporting and other Obligations Certificate.
26. In addition to his/her teaching qualifications, it is desirable for the Director of Faith and Mission to hold or be working towards Formal Theology or Religious Education qualifications or demonstrated experience in a similar role.
27. Have the ability to promote the cultural safety, participation and empowerment of students and their families identified as vulnerable, students with a disability, linguistically and culturally diverse students and Aboriginal and Torres Strait Islander students.

KEY ORGANISATIONAL RELATIONSHIPS

INTERNAL <ul style="list-style-type: none"> • Principal • Deputy Principal • Leadership Team • Religion Education Instructional Leader • Staff • Students 	EXTERNAL <ul style="list-style-type: none"> • AITSL • VCAA • CEM • CECV • Canonical Administrators 	MEETINGS <ul style="list-style-type: none"> • Leadership Team • Religious Education Instructional Area • Faith and Mission Team
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TENURE, CONDITIONS AND REQUIREMENTS

CLASSIFICATION:	POL 3 16 x 75-minute periods per 10-day cycle
TENURE	Two- or Three-Year appointment (Successful candidate will choose) 2021 – 2022/2023
APPRAISALS	Annual Review Meeting Formal Appraisal in Semester 2 of penultimate year of appointment
ENTITLEMENTS	Entitlements under the <i>Victorian Catholic Education Multi Enterprise Agreement 2018</i> (or its successors)
REQUIREMENTS	Victorian Institute of Teaching – Full Registration CECV Accreditation to Teach in a Catholic School Criminal Record Check/VIT/Valid Working with Children Check

EMPLOYEE ACKNOWLEDGEMENT

I (the undersigned) have read and understand the content of this position description and undertake to meet the key accountabilities in an appropriate manner.

Name

Signature Date

Authorised by (Employer Representatives)

Name

Signature Date