HEAD OF FAITH AND MISSION (P-12)
ROLE DESCRIPTION

TENURE: 3 YEARS
POL 4 + ALLOWANCE

The Head of Faith and Mission (P-12) has a responsibility for ensuring a dynamic educational environment and for fostering the College Vision and Mission Statement with particular reference to Faith Formation.

Position Objectives
- Accept with the Principal the responsibility for maintaining the Catholic character and ethos of the school by making explicit the Mission Statement.
- Actively promote the Marian charism of the College to enliven the spirit of the College to meet the challenges and opportunities of the contemporary world.
- Participate in the development of polices, structures and programs that create a climate in the school that is permeated by the spirit of the Gospels.
- Promote the spiritual and faith development of all members of the College community by developing and implementing programs for education in faith.
- Convene and conduct programs and seminars for staff, students and parents in the area of spirituality, faith and current issues.
- Develop in conjunction with the Deputy Principal Primary and Deputy Principal Secondary (Students, Staff and Operations), a spiritual dimension to the Professional Learning program for each member of staff.
- Oversee the development of the College Ministry Team.
- Provide specialist advice to the Principal and staff members particularly on regard to speakers, programs and activities relevant to the student body and staff members in the area of faith development.
- Oversee the development of the Religious Education Programs and the implementation of the RE Texts.
- Monitor all programs in accordance with CECV guidelines for CEPD and ensure that all staff are informed of the CEPD policy.

Key Responsibilities and Duties

Student Community
- Foster and develop a culture which respects and values all members of the school community.
- Facilitate and promote effective faith development opportunities.
- Offer individual and small group counselling and faith clarification on matters of the beliefs and teachings of the Catholic Church in consultation with the College Chaplains.
- Promote youth involvement in Church and youth ministries.
• Assist in the organisation of College and school assemblies in conjunction with the Deputy Principal Primary and Deputy Principal Secondary (Students, Staff and Operations) including a reflective and prayer component with appropriate speakers and presentations from students to build a sense of community.

• Raise awareness of the significant Liturgical seasons and Feast Days in the Catholic calendar and special focus times such as Mission, Refugee Week, Remembrance Day etc. through particular celebrations and through inserts in the Daily Bulletin and Newsletter.

• Promote awareness of significant days in the life of the Blessed Virgin Mary.

• Contribute to the planning of celebration and festivity for the Marymede Community.

• Support all teachers at all levels with prayers, Para liturgies for Pastoral and other assemblies as required e.g. Ash Wednesday.

• Oversea the preparation of Eucharistic celebrations, liaising with celebrants and assisting staff and students with resources and ideas.

• Act as a resource person for the Sacramental programs.

• Develop and facilitate the training of liturgical ministers e.g. Altar servers and Eucharistic Ministers.

• Organise the Retreat program creating a variety of options to meet the needs of the students and suitable days of reflection or seminar topics for the College.

• Facilitate student awareness of and appreciation in activities pertaining to Social Justice Issues.

• Commence planning for the implementation of a Service Learning Program in the College.

• Monitor and evaluate the fundraising activities in the College associated with Community Service activities.

• Act as an initiator and resource person for the Student Leadership program.

Staff

Provide opportunities for staff to:

• Deepen their awareness of the Catholic School.

• Reflect on their personal growth.

• Participate in Liturgical and prayer life.

• Develop and conduct effective days of reflection/retreat.

• Discuss issues of faith and life.

• Deepen their knowledge of Catholic faith, practices and current theological thought by making available resource materials.

• Gain Accreditation to Teach in a Catholic School.

• Become aware of the support offered by the school and the Catholic Education Office to gain Accreditation to teach Religious Education.

Parents

• Resource parent groups in Liturgical celebrations as required.

Organisational Development

• Is a member of the Principal’s Executive and Leadership Teams.

• Meets regularly with the Principal to report on programs and activities.

• Participates in the development and review of decision making structures.

• Maintains and manages appropriate channels of communication with staff, students and parents.

• Works in close liaison with the local priests enhancing parish/school links.

• Prepares a budget to support the programs and resources required in the area of Religious Education and Faith Formation.
Accountability
- As a member of the Principal’s Executive and Leadership Teams, the Head of Faith and Mission (P-12) is accountable to the Principal.
- He/she will work in co-ordination with the Principal’s Executive and Leadership Teams.
- Undertake a regular review of the College’s approaches to teaching and learning of Religious Education and Faith Development ensuring that current research is addressed.
- Oversee the development implementation and review of the College’s policies on Religious Education and Faith Formation.
- Provide timely and authoritative advice to the Principal on all educational issues and matters concerning the Spiritual life of the College.
- Provide regular reports to the Principal on all matters pertaining to Religious Education and Faith Formation.
- Discuss with the Principal issues that involve Policy and Planning as they occur.
- Discuss with the Principal issues that parents raise as they occur.
- To ensure curriculum documentation is uploaded onto the College Intranet.

The Incumbent Must
- Be committed to the Vision, Mission and Values of Marymede Catholic College.
- Attend evening functions and meetings of a general nature.
- Assume some teaching responsibilities.
- Be involved in the co-curricular and camping program of the College.
- Undertake other duties as required by the Principal from time to time.
- Accept and undertake other duties which may vary from time to time as the administrative arrangements of the College unfold.

Annual Report to the Principal
Provide an annual written report to the Principal in September of each year to address the following areas: achievements, progress on goals for the year, any issues or concerns and recommendations for the following year.

Health & Safety
All staff are expected to:
- Adhere to and implement safe work practices and procedures in accordance with Marymede Catholic College policies.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.
- Participate when required in the resolution of safety issues.

Other Specific Duties
As required by the Principal and as outlined in the Certified Agreement VCEMEA 2013.