



ROLE DESCRIPTION

Position Title	Director of Identity and Religious Education Learning Area Leader
Reports to	Principal
Basis of Employment	Fixed Term – 3 years, POL 4+, 20ppc
Date	March 2024

St Mary's College is proudly a Catholic school in the Edmund Rice tradition. It is expected that all staff will support and respect the EREA Touchstones which underpin the mission of the College. This includes upholding the religious and spiritual values of St Mary's College, the pastoral and community beliefs which are Gospel driven, and determine all interactions with students and colleagues. Staff are expected to optimistically engage with a range of important cultural characteristics of Edmund Rice education that include commitments to the safety and wellbeing of children.

Position Summary

The role of the Director of Identity is to work in partnership with the Principal and the Leadership Team to create an environment that opens hearts and minds to the values and traditions of a Catholic school in the Edmund Rice tradition, and in particular the four EREA Touchstones: Liberating Education, Inclusive Community, Gospel Spirituality and Justice and Solidarity. The Director of Identity mentors and supports teachers and middle leaders and works collaboratively with parents and students to open their hearts to the Gospels. The Director of Identity also supports the Principal in enacting the strategic priorities of the College Strategic Plan.

Professional Conduct

Being familiar and compliant with, and proactively supporting the implementation and communication of College Child Safe policies, procedures, measures and practices including, but not limited to, the Child Protection and Child Safety Policy, Reportable Conduct Scheme, Mandatory Reporting, Staff and Student Professional Boundaries Policy, the St Mary's College Child Safety Code of Conduct and the EREA Code of Conduct, and the timely completion of all required child safety training and other requirements. Being an Active contributor to the College Child Safe culture is essential.

As a member of the Leadership Team

- Publicly exhibit support of the Leadership of the College.
- Support the directions and decisions of the Leadership Team and the St. Mary's College strategic plan.

- Provide opportunities for staff input into Leadership Team considerations and provide appropriate and comprehensive feedback to staff on such matters.
- Represent the CLT in forums external to the College.
- Liaise effectively and consistently with the Principal regarding issues relating to the leadership of the College.
- Model a leadership style and approach which reflects and supports the culture of leadership articulated by the Principal.
- Attend a broad range of College functions and meetings as necessary, including those that are external to the College.
- Contribute to the development of policy and procedures as required.

Key Responsibilities

Faith Dimension

- Demonstrating a commitment to the faith, religious dimensions and values of the Catholic Church and Edmund Rice Education Australia.
- Leading, sharing witness and attending College services, masses, assemblies, community and faith days, such as retreat days.

Professional Development

- Demonstrating a commitment to ongoing professional development.
- Being prepared to undertake continuous formation and growth as a faith leader in a Catholic School in the Edmund Rice tradition
- Participating in the staff annual review process.
- Attending College meetings, staff professional development and faith development sessions.
- With approval, attending professional development courses and training days.

Specific duties

1. Implementation of the Charism and spirituality of Edmund Rice
 - Actively promote discussion and understanding of the Edmund Rice charism and embedding of the EREA touchstones within College events and practices.
 - With a focus on all members of the College community, bring to life the spirituality of justice and service at the heart of the Edmund Rice tradition.
 - Work closely with EREA to ensure St Mary's grows in its mission and identity as an Edmund Rice school.
 - Have organizational and managerial oversight of College events that animate the charism and the Touchstones such as assemblies, the walkathon and liturgical events.
2. Faith Leadership and Development
 - Provide a range of opportunities for all members of the College community to reflect upon and extend their faith journey.
 - Promote and develop the prayer and liturgical life for staff, students and families.

- Liaise effectively with the College Chaplain in their role within the College community.
 - Have oversight of the College Retreat program.
3. Community Relationships
- Develop strong partnerships with the St Mary's Parish Priest, Primary School and members of the Parish community.
 - Develop effective partnerships with EREA identity leaders, and other Catholic Colleges.
 - Liaise effectively with professional associations, relevant Church bodies, and appropriate personnel from MACS, and communicate relevant information to the College community.
4. Professional Development
- With the Leadership Team, facilitate the development and implementation of Faith Development for staff that has a contemporary approach to the expressions of Faith, Social Justice and current Church practice.
 - Develop professional learning programs that enhance opportunities for staff to become more knowledgeable about the complexities of the modern church.
 - Monitor and support the professional development of individual staff members in their Accreditation to Teach in a Catholic School and in their Accreditation to Teach Religious Education in a Catholic School.
 - Induct new staff and students in the Catholic Tradition and charism and spirituality of Blessed Edmund Rice.
5. Social Justice
- Engage in social justice activities and professional learning events provided by EREA and other organisations.
 - Organise and provide leadership support for the St Mary's College Student Social Justice Group.
 - Promote social justice agendas by leading the College community by example.
 - Adopt a prophetic stance in advocacy and justice in the light of Gospel values.
 - Inform and promote St Mary's staff, students and the wider community to appreciate the value of service and solidarity with those at the margins.
 - When possible, participate in immersion programs which have a social justice focus.
 - Demonstrate a commitment to working with and alongside indigenous Australians.
6. Management of Resources
- Develop effective utilization and management strategies for the College Chapel.
 - Together with the College Business Manager, ensure the formulation and implementation of the relevant Identity and RE Learning Area capital and recurrent budgets and monitor their implementation.

Other Duties

Undertaking any other duties as requested by the Principal, Deputy Principal and the College Business Manager that are consistent with the Victorian Catholic Education Multi Employer Agreement 2018 (VCEMEA).

Qualifications

The position requires a secondary teaching qualification, preferably post graduate studies (completed or underway) and VIT registration.

Support Staff

The Director of Identity will be supported by a range of personnel, including:

- Principal
- Deputy Principal
- College Leadership Team
- College teaching staff