



Role Description

Director of Faith and Mission

CLASSIFICATION:	TERM:	TIME ALLOCATION:	REPORTS TO:
POL 5	2026 - 2028 +1 year (optional/discretionary)	23 periods per cycle	Principal
DIRECT REPORTS:	Religious Education Curriculum Leader Faith In Action Team		
APPOINTMENT TERMS:			
<p>This appointment is inclusive of an ongoing teaching role at the College</p> <p>Employment is in accordance with terms and conditions of Catholic Education Multi-Enterprise Agreement 2022: Diocese of Ballarat, Diocese of Sandhurst, Archdiocese of Melbourne and Lavalla Catholic College, Traralgon (CEMEA 2022).</p> <p>Remuneration in accordance with CEMEA 2022</p>			



POSITION PURPOSE

The Director of Faith and Mission seeks to provide all members of the community with opportunities for growth in their faith and spirituality. They provide Catholic identity leadership in the creation and implementation of celebrations, days of reflection, policies, programs and practices that support the acting out of the College's Mission and Vision statements.

The Director of Faith and Mission is a member of the College Leadership Team and works closely with the Principal and the Religious Education Curriculum Leader.

Key Performance Indicators

- ▶ Enhancement of the Catholic identity of the school for students and staff.
- ▶ Development of understanding of our Presentation heritage and Diocesan identity and history.
- ▶ Further developing the social justice engagement of students and staff.

The accountabilities within the role are as follows but not limited to



Leading and managing Faith and Mission

- ▶ Publicly supporting and promoting the Catholic identity, mission and vision of the College.
- ▶ Leading deepened understanding of the Presentation charism and the legacy of St Teresa of Avila.
- ▶ Promoting and collaboratively organizing Spirituality and Faith Professional Learning opportunities for all staff.
- ▶ Leading the development and implementation of College policies relating to Catholic identity and Faith and Mission, including supporting teachers to attain Accreditation to Teach in a Catholic School.
- ▶ Developing, planning and implementing liturgical celebrations and celebrations for the whole school and special events.
- ▶ Create opportunities for deepening and expanding prayer for students and staff.
- ▶ Promoting a Christian climate within the College through the development of social justice programs.
- ▶ Regularly communicate with the College community regarding faith, spirituality and social justice.
- ▶ Liaising with the Religious Education Curriculum Leader in the development of classroom Religious Education curriculum.
- ▶ Collaboratively developing student and staff reflection/retreat days.
- ▶ Assessing, approving, overseeing and co-ordination of fund-raising activities within the College.
- ▶ Liaising with local Parishes.
- ▶ Undertake other duties as directed by the Principal.



General

- ▶ Prepare and submit the budget including review of recurrent expenditure and application for capital expenses when required.
- ▶ Provide advice to the Principal and Deputy Principals regarding the appointment of new staff and the allocation of teaching loads.
- ▶ Work collaboratively with other leaders.



Leadership

- ▶ Understanding of the commitment to the Catholic and Presentation ethos of our learning community and how this would be evident in the specific role being applied for.
- ▶ Contemporary leadership vision for the specific area/role that has education of the whole student at its centre in alignment with our school improvement plan.
- ▶ Commitment to working collaboratively to create a culture of continuous school improvement in the specific leadership area and building the capacity of staff and students.
- ▶ Active leadership of new staff and participation in the People and Culture Induction program.
- ▶ Commitment to personal professional learning and the development of team-based practices.
- ▶ Capacity to meet the leadership and management requirements of the leadership area in a timely manner, ability to sustain professional relationships and build an effective team culture.



Team Memberships and Relationships

- ▶ Team Memberships
 - Leadership Team
 - Religious Education Learning Area
 - Faith and Mission Team

- ▶ Relationships Internal
 - Principal
 - Other members of the Leadership Team
 - Religious Education Curriculum Leaders
- ▶ Relationships External
 - Local Parish Priests
 - MACS
 - Broader school community

Position requirements



Knowledge and skills for this role

- ▶ Accreditation to teach in a Catholic School and to Teach RE in a Catholic School
- ▶ Ability and commitment to evidence-based practice.
- ▶ Demonstrated understanding of and interest in the key social and developmental issues impacting adolescent girls.
- ▶ Knowledge of and experience in practical application and commitment to Restorative Practices to achieve positive outcomes.
- ▶ Highly developed organisational planning and co-ordination skills, including the ability to manage demanding or competing deadlines.
- ▶ Capacity to develop an engaging and contemporary learning environment to cater for individual learning needs for all students.
- ▶ Highly developed interpersonal and communication skills.
- ▶ Attention to detail and accuracy in communications.
- ▶ Readiness to adapt to and develop the use of emerging technologies.



Education / Qualification

- ▶ Post Graduate study in Theology and / or Religious Education would be an advantage.



General requirements for all teaching staff

- ▶ Current VIT registration or other registration as appropriate.
- ▶ Accreditation to teach in a Catholic School or a willingness to seek accreditation as soon as possible, and a commitment to the ethos of Catholic Education.
- ▶ Understanding of and commitment to legal and moral obligations relating to child safety.
- ▶ Anaphylaxis training – 22300VIC accreditation OR to have successfully completed the ASCIA e-training for Victorian Schools with verification of practical application completed within 30 days, to be fully compliant.
- ▶ Completion of DET mandatory reporting e-learning module (non-government schools).
- ▶ Commitment to personal professional growth.



School wide accountabilities for all staff

- ▶ Proactively demonstrate Avila College values of inspiration, relationships, achievement, faith and community in daily work and interactions with students and colleagues.
- ▶ Appreciate and encourage differences, valuing people for their skills, competencies, and contribution to Avila College's continuing success.
- ▶ Demonstrate duty of care to students in relation to their physical and mental wellbeing.

- ▶ Contribute to a healthy and safe work environment for self and others and comply with all safe work policies and procedures.
- ▶ Maintain excellent communication and relationships with students and other staff.
- ▶ Attend all relevant school meetings and College events including assemblies, Mass, community and faith days as well as professional learning opportunities.
- ▶ Participate in duty supervision as rostered and other supervision duties when required.
- ▶ Understand and comply with the standards of professional practice as articulated by the Victorian Institute of Teaching (VIT), Australian Institute of Teaching and School Leadership (AITSL) and the Catholic Education Commission of Victoria (CECV).
- ▶ Demonstrate and ensure compliance with VIT Registration Requirements; Code of Conduct and Ethics and Avila College's policies and procedures including the College's Child Safety Code of Conduct and Child Safety Policy.
- ▶ Adhere to the College's professional dress code.



People and Culture

- ▶ For further information regarding this position, please contact People and Culture 9831 9636
hr@avilacollege.vic.edu.au



MISSION STATEMENT

We offer Avila girls the best Catholic education and inspire successful futures.
We give our students options and opportunities to explore and understand what a great future looks like and what it takes to get there.
We teach, guide and support our girls to achieve that vision for themselves.
We challenge them to always strive to be their best...both today while they're students and tomorrow, long after they have left the college.

VISION STATEMENT

We inspire our girls today to become successful women tomorrow.

CHILD SAFETY COMMITMENT

Avila College has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires Avila College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.