



St Joseph's School

POSITION IDENTIFICATION

POSITION TITLE: Director of Faith & Mission
REPORTS TO: Principal
AWARD: Category 6 Level 3 – Deputy Principal

THE ROLE

The Director of Faith & Mission is tasked with ensuring the integration of Catholic identity, faith formation, and mission across all aspects of school life from PreK- Year 12. This role provides strategic leadership in the development and implementation of the School's Religious Education program, faith development activities, and social justice initiatives.

The Director works closely with the Principal and is a member of the Senior Leadership Team. Together they endeavour to foster a community deeply rooted in the Gospel values and the legacy of St Joseph, St Marcellin Champagnat & St Emilie de Vialar.

This is a key strategic role, integral to the life of the School, ensuring that faith and mission remain at the heart of all we do. The Director of Faith & Mission should be a servant leader, dedicated to fostering a vibrant, faith-filled community where students and staff can grow spiritually, intellectually, and morally.

This role also has teaching position of two classes – preferably one being Senior Secondary.

This significant position must demonstrate leadership in the following domains:

CATHOLIC IDENTITY

- Promote the practice of Christian values within a Catholic school setting connecting where appropriate to the charisms of the Marist Brothers and the Sisters of St Joseph of the Apparition;
- Maintain active membership of the Catholic Church and a manner of life which gives witness to that membership;
- Participate in professional development relating to Religious Education and personal faith development;
- Lead the vision, direction and strategic planning of the School's faith and mission programs;

EDUCATION

- Provide strong educational leadership for the school community;
- Work with staff to uphold the school's Vision for Learning
- Implement, in collaboration with the staff, a curriculum based on an integration of faith, culture and life, that promotes the development of the whole child;
- Promote and nurture strong student engagement and wellbeing

COMMUNITY

- Nurture a strong sense of community amongst students, staff, parents and the wider community;
- Work cooperatively with St Joseph's School Community including the School's Parents & Friends; the School Advisory Council and the St Joseph's Parish;
- Provide pastoral care and mentoring of staff;
- Be the conduit between Parish and the teaching staff
- Encourage parents to be active participants in the faith formation of their children;
- Coordinate and assist with campus based and whole school events as required;

STEWARDSHIP

- Work cooperatively with the planning, developing and implementing of policies and procedures (both School and CEWA);
- Mentor and work collaboratively with staff on both campuses to ensure that the Catholic Identity of the School is fostered and celebrated;
- With the Principal, ensure that all of the legislative requirements of the School are met;



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- Manage the budget requirements (with the Business Manager) of the Religious Education learning area as well as the requirements for service, retreats and faith-based activities, in accordance with the approved annual budget;
- Assist with the recruitment, induction and professional development of staff, particularly in the area of faith and mission
- Support the School in the compliance with Accreditation and regulatory requirements

SPECIFIC DUTIES

The Director of Faith & Mission will attend to (but is not limited to) the following:

Liturgy & prayer - Lead & develop opportunities for prayer, reflection and liturgical celebration via

- Whole School, campus based & Community masses
- Stations of the Cross
- Sacrament of Reconciliation opportunities
- Rosary opportunities
- Staff prayer
- Ensure that the Making Jesus Real continues to be embedded across the School
- Planning and development of Retreat opportunities for students across the school – Sacramental years – 3,4, & 6, Years 7-10 retreat days and Year 12 NAHRA. Plus Yr 5 and Yr 11 Retreat
- Coordinate the School's Camino program annually
- Coordinate Centre for Life Marriage & Family visits Yr 5, 6, 7 & 8. Plus 'Your Choicez' workshops Yr 9 & 10
- Train new Altar Servers
- Train new Extraordinary Ministers of Holy Communion
- Plan and organise the staff faith based professional learning – 1 x full day per year, 1x Service day per year, 1 x PLC per term, opportunities for Accreditation renewal hours
- With the Senior Leadership team, plan for and organise the whole school Founders Week activities

Service (Mission)

- Coordinating fundraising opportunities for charities throughout the year
- Champion our House names and school values – Fidelity, Compassion, Integrity, Perseverance
- Collaborate with Newman College to organise Immersion Programs
- Coordinate Marist Youth Ministry events – Connect Nights, Game Changers, Marist Student Leaders Gathering
- Coordination of the Community Service program (MaJEC)
- Organise service opportunities for staff and Year 11 students. (Eg. All Souls Day Cemetery service = Yr 5 and Yr 9 . Yr 10 Founders Week)
- Facilitate Faith, Story & Witness of new staff

Community

- Build strong connections with the founding orders- Marist Brothers & Sisters of St Joseph of the Apparition
- Develop local community networks for service opportunities in the Avon Valley
- Work with the St Joseph's Parish to ensure parish/school connections are maintained and to source opportunities for engagement between the school and parish
- Look for engagement opportunities with the other Marist schools in Western Australia
- Develop and promote initiatives that raise awareness and action for social justice issues both locally and globally.
- Contribute to School publications (newsletter, yearbook, social media) ensuring that the Catholic Identity of the School are well represented

Teaching & Learning

- Oversee the curriculum of the Religious Education Learning Area on the Secondary campus



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- Coordinate the Religious Education Assessment (REA) across the School
- Analyse the data from the REA and use the data to inform strategic decision making
- Collaborate with the Primary Faith & Wellness Coordinator to ensure that the teaching of the Religious Education Curriculum is prioritised.
- Develop understandings with teachers of new and innovative approaches to authentic learning, assessment and high quality teaching which integrate the Catholic values of St Joseph's School.

ESSENTIAL CRITERIA

The Director of Faith & Mission shall:

- Be a practicing Catholic
- Be a person who can display an understanding of, and has a commitment to, Catholic education;
- Be able to demonstrate and articulate a personal commitment to the teachings of the Catholic Faith and able to lead a school as a faith filled Catholic community
- Have a high level of organisation and communication skills and the ability to liaise and work effectively with people from varying backgrounds and in varying roles
- Support the Principal competently in the four domains of leadership in a Catholic School: Catholic Identity, Education, Community and Stewardship.
- Possess a high level of initiative, innovation and the ability to work as part of a collaborative leadership team.
- Be highly organised and demonstrate a successful record of the proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures;
- Demonstrate well-developed interpersonal skills with the capacity to build positive relationships and strengthen a collaborative learning culture with all stakeholders.
- Have a proven ability to lead staff professional learning
- Be an experienced teacher with outstanding classroom teaching skills (minimum 7 years)

QUALIFICATIONS REQUIRED

- Have relevant four-year tertiary qualification
- Have a minimum of seven years teaching experience
- Accreditation for Leadership – either the completion of or showing progress towards the completion of this Accreditation.
- Have a current TRBWA registration and a current Working with Children Card

Child Safety and Code of Conduct

All staff at St Joseph's School are expected to uphold the highest standards of child safety and professional conduct in line with the CEWA Child Safe Framework and the School's Code of Conduct.

The Dean of Teaching and Learning will model ethical leadership, ensure safe and inclusive learning environments and act to safeguard student wellbeing at all times.