



# Position Description

<b>Position Title</b>	Deputy Principal - Faith & Charism
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	St Mary of the Angels Secondary College
<b>Location</b>	<i>Chapel Street, Nathalia</i>
<b>Enterprise Agreement</b>	Victorian Catholic Education Multi-Enterprise Agreement 2022
<b>Position of Leadership</b>	Senior Leadership
<b>Time Release</b>	By Negotiation
<b>Status</b>	Fixed Term, 5 Years 2024-2028
<b>Reports to</b>	Principal

## Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northwest Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Executive Director of Catholic Education Sandhurst acts as Chief Executive Officer for the Board of CES Ltd and within its delegated schedule for the organisational, administrative, support and service matters related to Catholic schools within the Diocese.

The Executive Director of Catholic Education Sandhurst and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

## Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition
- That a strong sense of community is dependent on the quality of our collegial relationships
- That each person's potential is fostered through the dedicated ministry of Catholic Education
- In leadership encompassing vision, innovation, and empowerment.

## Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

### Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

### Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

## School Summary

St Mary of the Angels Secondary College is a Catholic, co-educational Secondary College that was established by the Franciscan Missionaries of the Divine Motherhood (FMDM) sisters in 1961. The College welcomes families from Nathalia, Numurkah, Wunghnu, Tallygaroopna, Cobram, Yarroweyah, Strathmerton, Katamatite, Barooga, Tocumwal, Finley (NSW) and many of the townships in between.

At St Mary of the Angels, we draw our example from Jesus Christ, who in turn inspired St. Francis of Assisi, and it is St Francis' core values of justice, peace, and integrity in creation in a spirit of gratitude and joy, that we celebrate and embrace.

For thirty-three years the College was staffed mainly by the FMDM Sisters whose gift was their strong Franciscan charism and faithfulness to the community. We honour these women, many who came from England and Ireland, who supported and strengthened rural Catholic education in this region.

St Mary of the Angels prides itself on maintaining a family oriented and friendly atmosphere. Nathalia is a small town in Northern Victoria. The town is located on the banks of Broken Creek and is near the Barmah National Park which has over 220 species of birds and 550 different types of plants. Nathalia has a year-round Mediterranean climate, a stunning golf course, an art precinct and extensive fresh produce to enjoy.

## Position Summary

The Deputy Principal - Faith & Charism is a faithful witness inspired by the Catholic Story. They promote the dignity of each person and develop the potential of all. The Deputy Principal - Faith & Charism will provide opportunities for families, students and staff to foster and deepen a relationship with God. They foster within the College a practical concern for others, especially the marginalised. The Deputy Principal - Faith & Charism values indigenous cultures and reconciliation and values the benefits of multi-faith and multi-cultural dialogue in society. They build connections with Parish, the College and the wider community continuing to nurture 'right relationship' with all of God's creation,

The Deputy Principal - Faith & Charism will demonstrate a commitment to:

- Developing and promoting the Catholic Ethos and Franciscan Charism of the College
- Catholic Social Teaching principles
- Contemporary theologies inclusive of re-contextualisation and dialogue.

### **Purpose of the Position**

The position of Deputy Principal - Faith & Charism is to complement the positions of Deputy Principal – Student Wellbeing & Development and Deputy Principal – Learning & Professional Practice and to support the Principal in their quest to provide a dynamic and engaging educational and spiritual programme for our students. A programme which is centred around Gospel values, the charism of St. Francis of Assisi and the realisation of the potential of each child. This senior leadership portfolio joins the Principal and listed senior leaders as members of the College Executive Team.

## Position of Leadership Structure

- Direct report to the Principal.
- Direct communication and liaison with the Parish Priest regarding liturgical events.
- Direct communication and liaison with St Francis Primary School regarding liturgical events.
- Direct communication and liaison with the College Wellbeing Team.
- Lead the Catholic Identity Team which is inclusive of the Social Justice Leader, Aboriginal Education Leader, Stewardship and Ecology Leader and RE CLA Leader.
- Member of the College Executive Team in liaison and co-operation with the Deputy Principal – Student Wellbeing & Development & Deputy Principal – Learning & Professional Practice.
- Member of the College Advisory Council.
- Liaison with the Social Justice Leader.
- Liaison with the Aboriginal Education Leader.
- Liaison with Stewardship and Ecology Leader.
- Liaison with the Religious Education CLA Leader.
- Deputise in the role of Principal as directed.

### **Contribution to the growth and sustainability of the College**

The Deputy Principal - Faith & Charism will be fully conversant with the College's Vision Statement, School Improvement Plan and Annual Action Plans. The critical work of the role is to strategically enact each of these core documents throughout the life of the College inclusive of students, staff, families and community associations.

## Leadership Framework

This role will work within the CES Ltd Leadership Framework. The Framework sets out that Leadership in a Catholic School creates a vision for a community in which all may have life and have it in abundance (John 10:10) and where student flourishing is the core purpose. Leaders in Catholic schools are guided by religious, professional, ethical, and moral principles and pursue this vision in service of the community. Servant leadership is at the core of all levels of leadership in the Catholic school. The leadership vision is student centred with a growth mindset that is guided by a belief in the dignity and potential of the human person.

Leadership in a Catholic school includes seven professional practices that are valued as critical elements in leading a Catholic school. They are as follows:

- Leading the Catholic School
- Leading a Well Community
- Leading Learning and Teaching
- Developing Self and Others
- Leading Improvement, Innovation and Change
- Leading the Management of the School
- Engaging and working with the Community

# Key Responsibilities

## Focus: Faith & Charism

### (i) Responsibilities

- To articulate the nature and purpose of the Catholic school.
- To promote the Catholic Ethos of the College and bring the light of Christ into our community.
- To be open and ready to embrace and promote the charism of the Franciscans.
- To articulate and promote the principles of Catholic Social Teaching.
- To be familiar with and use current data and evidence to inform future directions in Catholic identity. (ECSI and Insight SRC Data)
- To identify and address the needs of students and staff in the areas of liturgy, sacraments, prayer and spirituality.
- To support social justice initiatives, in conjunction with the Social Justice Leader, Aboriginal Education Leader and Stewardship and Ecology Leader and make the connections between action for justice and faith.

### (ii) Specific Operational Responsibilities

- Lead and organise student and staff retreat and programs to enhance faith and spirituality, inclusive of specific leadership of the year 12 retreat program.
- Coordinate liturgies that are life giving and youth oriented, inclusive of the major College Masses.
  - Opening College Mass (Early February)
  - Reconciliation Week Mass (Late May)
  - Feast Day Mass and Celebration (Last Day Term Three)
  - Closing Year Mass (Late October)
  - Year 12 Graduation Mass (Late November)
  - Staff Masses / Liturgy (February and December)
- Develop and nurture the prayer life of the College inclusive of the staff prayer roster and Friday morning meditation.
- Nurture and promote a school climate that is faith based.
- Lead the community's response to the bi-annual Enhancing Catholic School Identity (ECSI) data.
- Ensure that induction in Catholic Identity is implemented for graduate teachers and staff new to Catholic Education.
- Ensure induction into the Catholic faith story for non-Catholic students who do not have a background in Catholic education is implemented.
- Ensure that school policies and practices are in accord with the ethos of a Catholic school and the Catholic Education Sandhurst Ltd policies. (CES Ltd) This is inclusive of the CES Ltd RE Policy.

## **Focus: Leadership**

### **(i) Responsibilities**

- Contribute to the implementation of the College's Vision Statement, School Improvement Plan and Annual Action Plan.
- Lead the College's professional learning program in regard to the Catholic Ethos, Spirituality and the Franciscan Charism.
- Lead and facilitate the College's CECV accreditation program for both Teaching in a Catholic school and Teaching RE/Leading in a Catholic school. This includes oversight of the Teacher Accreditation Platform (TAP).
- To work collaboratively with the Principal, members of the Executive Team and staff.
- Lead the College's review process for Catholic Identity.
- Assist the Executive Team with review process for all CES Ltd review processes.
- To communicate effectively, consult appropriately and delegate effectively in a team environment.
- To ensure the Franciscan Charism is embedded into all Leadership training for staff and students.
- Assist the Principal through the process of cyclical review of the College's Identity Statement, Vision Statement and Graduate Outcomes.
- Deputize for the Principal when required.

### **(ii) Specific Operational Responsibilities**

- Share in the development and review of policies and practices aligned with the College Vision Statement and School Improvement Plan.
- Support staff in regard to their personal faith or charism based goals.
- Demonstrate strong logistical, organizational and administrative skills.
- Lead and facilitate the Franciscan pilgrimage program to Italy on behalf of the College.
- Lead and facilitate the College's annual staff Spirituality Day program.
- Deputise for the Principal at Parish Pastoral Council meetings as required.

## **Focus: Learning & Teaching, Religious Education**

### **(i) Responsibilities in support of the Religious Education CLA Leader**

- To promote excellence in teaching and learning in Religious Education considering current trends and research.
- To become familiar with the Source of Life core document and curriculum and the CES Ltd Catholic Identity website.
- To maintain current knowledge of professional learning available in Religious Education, including theology and spirituality.
- To act as an advocate for the Religious Education program within the broader management and organisation of the College.
- To model and lead excellence in pedagogy in the Religious Education classroom.
- To support the RE CLA leader in developing and embedding the Year 12 RE program / curriculum.

## **Focus: Community**

### **(i) Responsibilities**

- To work as an effective team member and contribute to the work of the Executive Team.
- To develop mutual trust, collaboration and support among students, parents, staff, parish leaders and the broader educational community.

- Support the development of our faith community.
- Develop our understanding of the Franciscan Charism and the teachings of St Francis and St Clare of Assisi.
- Support the Principal in ensuring that the College operates in the context of the parish, associate parishes and local community.
- Support the work of the Social Justice Leader, Aboriginal Education Leader and Stewardship and Ecology Leader regarding community-based awareness and initiatives.
- Act as a point of connection between the parish, community and the College.

**(ii) Specific Operational Responsibilities**

- Involvement in the life of the Church as encountered in the College, Parish, Diocese and wider community.
- Active membership in Diocesan teams and/or networks.
- Provide active and practical support to the Principal during the College’s promotions program including Information nights and Open Day.
- Provide support and shared leadership with the Deputy Principal – Student Development and Wellbeing regarding the logistics and organization of the Franciscan Student Leadership Program.
- Lead and coordinate the College’s Community Outreach Day program.
- Provide support to the College’s Presentation Day program.

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

## Mandatory Responsibilities and Requirements

**Compliance with CES Ltd Policies and Procedures**

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

**Compliance with Occupational Health and Safety**

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd’s OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise/lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- All employees will be required to provide evidence of vaccination status prior to commencing employment with CES Ltd. Depending on the role some employees will also be required to

provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training.

#### **Compliance with Child Safety Legislation**

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

## **Key Selection Criteria**

In 1-2 pages, please comment on the Position Description and how you would engage with and enact the Position Description.