



**St. Joseph's
College Echuca**
STRENGTH & KINDLINESS



Position Description

College Leader - Faith and Community

POSITION DETAILS	
College	<i>St Joseph's College Echuca</i>
Reports to	<i>Principal</i>
Reported to by	<i>Student Leadership and Agency Coordinator Living Justice, Living Peace Coordinator Learning Leader - Religious Education</i>
Time Release	<i>Minimum of 20 periods per cycle (30 periods full load) Time allocation will be commensurate with the role.</i>
Remuneration	<i>PoL 4 plus Principal's allowance (\$5,000 to \$22,000 based on experience). As per the Victorian Catholic Education Multi Enterprise Agreement 2022 (VCEMEA).</i>

POSITION SUMMARY

As a Catholic School, we believe those who lead students are witnesses to faith, through which they are able to teach generations of young people not only to be able to cope in society, but to change it for the better. It is not just about the transmission of knowledge; it is about formation of the heart and conscience. We aim to provide a creative curriculum centred on dialogue, understanding and action, leading students in a process of deep learning, evaluation and response to the mysteries of life, enlivened by the Holy Spirit. Thus, we re-contextualise our faith story for staff and students. The College Leader – Faith and Community is a role model for staff and students, with the energy and capacity to motivate and inspire all members of the College community to work in faith, for justice. As a practising Catholic with a strong vision for learning within a 21st century context, the

College Leader – Faith and Community is encouraged to develop the role further as an integral member of the College Leadership Team.

MISSION AND VISION

All staff members of St Joseph's College are expected to uphold the Kildare Education Ministries core values, apply them to their work and ensure their priorities focus on quality teaching and learning, student and staff wellbeing and the careful stewarding of physical and financial resources.

Our staff are also expected to:

- have a demonstrated understanding of the ethos of a Catholic school and its mission
- demonstrate a commitment to instill in students a respect for each other in accordance with the teaching of Jesus Christ
- demonstrate a commitment to personal witness as a member of a faith community.

Our College motto 'Strength and Kindliness' comes to life in each staff member as they demonstrate the strength to do their job well and the kindliness to undertake it with compassion.

Leadership at St Joseph's College is inspired and shaped by the document *Leadership in a Kildare Education Ministries School* and the relevant AITSL Standards.

Fundamental to the vision of Kildare Education Ministries is the belief, clearly articulated in its foundational documents, that education is transformative and that it is underpinned by principles of sound educational practice based in a rich Catholic tradition.

All leaders will:

- actively and collaboratively promote and enhance the Catholic Mission and Identity of the College
- respond to contemporary research and theological thinking through the development and actioning of the school improvement plan
- facilitate the ongoing development and understanding of the Kildare Ministries core values, Living Justice Living Peace Charter and the implications for our way of being at St Joseph's College.

The core values that guide KEM schools are: Compassion, Justice, Hospitality, Courage, Hope and Wonder.

LEADERSHIP

At St Joseph's College, leaders are expected to demonstrate skills and a personal commitment to improvement in all areas of school life, with the aim of offering leadership that is effective and has a meaningful, positive and lasting impact on student outcomes. All staff are expected to be supportive of the distributive style of leadership informed by growth coaching. This leader will be actively supportive of the school improvement priorities and the strategic plan.

The College uses the AITSL standards to classify teachers into stages from Graduate, Proficient, Highly Accomplished to Lead. As a member of the College Leadership Team teachers should be at a 'Lead' standard.

The College Leader – Faith And Community is expected to:

- work with the Principal to provide leadership in promoting the mission of our Catholic school

- participate in developing a clear vision for the future of the College and provide strong leadership in implementing the College's Strategic Plan
- embed high expectations and the pursuit of excellence
- share with the Principal in being a presence in the school and wider community
- support individuals to deal constructively with change and monitor and evaluate the effectiveness of change
- develop authentic relationships with staff, promoting collegiality and open dialogue
- participate in the staff selection and appraisal processes
- regularly contribute to the College newsletter and other College publications
- share with other members of the College Leadership Team, duties related to the overall management of the College including attendance at College events and attendance during holiday breaks as requested.

COACHING AND PROFESSIONAL LEARNING

St Joseph's College expects all staff members to contribute to a positive and reflective culture. As such, the College supports and encourages growth coaching across all areas of the school. Coaching is embedded in the professional practice of all staff, and is recognised as an important driver of meaningful growth and development. Professional learning is valued and recognised, in particular, as a major contributing factor towards improvement in student learning outcomes.

STATEMENT OF DUTIES

- Ensure the profile and reputation of the College in the community is positive, respected and welcoming.
- Attend the Stewardship Council committee and sub committee meetings as required.
- Recommend to the College Leadership team the use of symbols, artefacts and signage to honour and celebrate our heritage, and the service of staff.
- Support the coordination and development of a calendar of events for family engagement strategies through social events, information sharing opportunities and parent education workshops.
- Promote and enhance an understanding of the College's Catholic heritage and identity, traditions and Brigidine charism.
- Promote the importance of being a Kildare Ministries school.
- Initiate ways to enrich and enhance the faith formation of all Position of Leadership holders at the College.
- Lead and chair the Faith Team meetings.
- Oversee the College archivist and the College heritage/archives room.
- Develop means by which to increase the engagement of local parishes and community organisations.
- Lead the liturgical life and experiences for all members of our College community.

- Establish ways of commemorating members of the College community who have passed e.g. memorial books.
- Provide opportunities for members of the College community to engage with the annual College theme, including conducting a reflection session with each House/Campus.
- Organise and lead College activities associated with special or commemorative events e.g. Catholic Education Week, Reconciliation Week, NAIDOC etc.
- In collaboration with the Director of Capacity and Growth, organise and lead the staff spirituality day/s
- Foster partnerships between the school, families, parish and the broader community.
- Engage with staff and families to work collaboratively for school improvement and improved student outcomes.
- Engage with local learning networks and faith networks.
- Implement open and effective communication strategies, policies and practices of student learning which enhances parental engagement.
- Build respectful relationships and seek to remove barriers to engagement of student learning.
- Actively participate in a collaborative approach to leadership within the Diocese and KEM network and engage regularly with the Parish Priest, Parish Leaders and Catholic Education Sandhurst.
- Lead the school involvement in the promotion and commitment to reconciliation, and the establishment of meaningful and respectful partnerships with Aboriginal and Torres Strait Islander people.
- Model attentiveness to own spiritual formation and leadership.
- Enable all members of the school community to participate in the practice of Christian witness and the core principles of Catholic social teaching, through appropriate activities and social justice opportunities.
- Oversee the processes for staff spiritual development and prayer, including the annual spirituality week and days, weekly meditation, etc.
- Plan retreats, personal development and sexuality education for each year level in collaboration with the College Leader - Student Wellbeing.
- Ensure school policies and practices are consistent with KEM requirements.
- Plan and implement community consultation and engagement initiatives aimed at developing relationships with parents and families in order to identify their needs.
- Work with the various teams to identify and facilitate potential programs to support parents in our community.
- Connect with local primary schools to develop opportunities for engagement of students and families.
- Develop sustainable programs of engagement with the local and wider community.
- Work in collaboration with the Wellbeing Team, Faith Team and Learning Team to develop and facilitate parent workshops that support student wellbeing, faith and learning.

COMMUNICATION AND CULTURE

- Promote a culture of high expectations for positive respectful relationships and behaviour standards for staff, students and families.
- Promote inclusion, and empower voices of students and families in decision-making as partners in learning and wellbeing.
- Ensure avenues of celebration of young people's progress and achievements.

- Lead initiatives within the school to evaluate and improve knowledge of content and teaching strategies and demonstrate exemplary teaching of subjects using effective, research-based learning and teaching programs.

COMMITTEES

College Leadership Team

College Improvement Team

Faith Team

A sub committee of Stewardship Committee Council

CHILD SAFE RESPONSIBILITIES

CHILD SAFE SCHOOL

- St Joseph's College is committed to creating and maintaining a child safe environment in which students feel safe and are safe. All staff must commit to the College principles of Child safety and Maintaining a Child Safe School Environment as outlined at <http://www.sje.vic.edu.au/child-safety>

TERMS AND CONDITIONS

- A commitment to Catholic education including accreditation to teach in a Catholic School and to teach Religious Education, or a commitment to attain registration within two years of the appointment
- Current registration with the Victorian Institute of Teaching
- Previous experience of senior leadership in Catholic education
- Post-graduate studies in Leadership (Masters level study desirable) or a discipline relevant to the primary focus of the role
- Ability to work within a distributive and collaborative decision-making structure
- A sound grasp of current educational thought and practice specifically in the context of the role
- A vision for the role
- Ability to communicate effectively with the whole school community as well as with the wider community
- Comply with the St Joseph's College Child Safety Code of Conduct and KEM Child Safety Code of Conduct, KEM Ethical Standards Policy
- Capacity to fulfil the requirements of a Fit and Proper Person Declaration

Contract & Conditions	<ul style="list-style-type: none">❖ The role tenure is for four years. If the contract is not renewed the staff member will return to an ongoing teaching position.❖ The College Leader - Faith and Community will engage in a formative review in the third year of the role.❖ A summative appraisal will take place in the final year of the role with the panel making a recommendation to the Principal in relation to contract renewal. <p>The College Leader - Faith and Community is expected to:</p> <ul style="list-style-type: none">❖ be available onsite in the week prior to the commencement of the school year and until the gazetted final day❖ attend planning meetings during holidays or work short periods on weekends❖ perform other appropriate duties as may be required by the Principal. This may include taking on particular projects at the request of the Principal. These projects may be short term or ongoing depending on the nature of the assignment. <p>*These duties are indicative, and the College has the right to vary the duties to accommodate the demands of a changing and evolving educational environment.</p>
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