



Director of Faith and Mission - Job Description

Our Vision for Learning – Growth through Challenge

Prendiville Catholic College is a co-educational College established by the Archdiocese in 1986 with approximately 1100 students from Year 7-12. The College is a Christ centered, child focused, faith and learning community, guided by our College motto Christus Pastor Meus – Christ My Shepherd.

Purpose of the Role

The role of the Director of Faith and Mission is pivotal as a senior leader ensuring that every student receives an education aligned with the College's vision to ensure our Motto Christus Pastor Meus is brought to life.

Furthermore, the Director of Faith and Mission upholds and promotes the mission, ethos, and educational objectives of the College, reflecting its unique educational, moral, and social purpose within the Church's evangelizing mission.

The Director of Faith and Mission is responsible to the College Principal, via the Vice Principal.

Key Responsibilities and Duties

As well as the normal responsibilities of a teacher the Director of Faith and Mission will provide leadership in the following areas:

Catholic Identity:

The Director of Faith and Mission aids the College Leadership Team in fostering the Catholic identity and educational mission of the College by:

- Leading and coordinating a Ministry Team in developing, planning and organising formation, professional learning and faith opportunities for staff and students.
- Taking overall responsibility for the College's *Ministry Plan*.
- Organise the Christian Service Learning Program so that students can contribute to society generously, to be compassionate, to reach out to the marginalised, and to commit themselves to work for social justice.
- Liaising with the Head of the Religious Education Learning Area and the College Leadership Team, to develop meaningful and appropriate liturgies for students.
- Overseeing the weekly masses and the Year 7 – 12 retreat programs.
- Oversee the College Chapel.

Education:

The Director of Faith and Mission demonstrates a strong grasp of contemporary pedagogy and student well-being, by:

- Promoting the integration of a Catholic values perspective across all areas of the curriculum.
- Ensuring that Catholic teaching is respected in the content of the wider curriculum.
- Inspiring a passion for learning within a culture of high expectations.
- Fostering a nurturing and stimulating educational environment which is learner-centred, academically challenging and inclusive.
- Supporting the College focus on contemporary pedagogies, aligned with the College vision for learning and connecting the intent of our Ministry Plan.
- Adopting strategies to develop the leadership capacity of self and others to meet the unique learning needs of the College and its community.

Community:

The Director of Faith and Mission contributes to fostering a collegiate culture characterised by safety, collaboration, consultation, and engagement by:

- Being part of the induction and mentoring program of new staff.
- Searching for opportunities to strengthen partnerships between the community and the College.
- Working with the other members of the College Leadership Team to provide a positive and caring environment that enhances the learning experiences of all students.
- Leading whole school liturgical celebrations in collaboration with others.
- Lead the College House Leaders in their work of fostering House spirit, supporting Catholic agencies and honouring the history of their respective House Patron.

Stewardship:

The Director of Faith and Mission exhibits a keen understanding of change processes and responsible resource management, by:

- Managing, together with the Vice Principal, the Religious Education accreditation of staff.
- Promote opportunity for staff to achieve their accreditation.
- Assuming responsibility for the smooth running of the College Chapel.
- Assisting the Principal in the promotion of the Catholic identity of the College to parents and the wider community.

Shared Responsibilities with College Leadership Team

The Director of Faith and Mission must also:

- Be familiar with the CEWA Child Safe Framework and its underpinning concepts

and take a shared responsibility to ensure ongoing support for a child-safe culture within the College.

- Support the College Leadership Team in all aspects of College life.
- Meets regularly with the Principal to ensure that Prendiville Catholic College is an outstanding Catholic School.
- Take on other duties as required by the Principal.

Essential Qualities

- A strong commitment to the Catholic Ethos of the College and a demonstrated ability to foster it in the College community.
- Strong professional experience in Religious Education and a demonstrated ability to lead innovation across the College.
- Excellent verbal and written communication skills, in small and large group situations. Superior interpersonal skills and the ability to liaise consistently with students, parents and staff.
- High level planning and organisation skills and the capacity to solve problems in a creative way.
- An understanding of issues affecting young people and a demonstrated ability to support students and staff creatively and effectively including through implementation of the College's vision.
- Professional judgement including the maintenance of absolute confidentiality, ensuring appropriate liaison with relevant colleagues and outside agencies and fulfillment of legal responsibilities.
- Meticulous record keeping skills and an understanding of the legal implications surrounding the maintenance of records.
- Minimum 5 years teaching experience.

Knowledge, Skills and Experience

- Be able to demonstrate appropriate competencies in the leadership framework within the school environment.
- Have completed or have made progress towards completing Accreditation for Leadership in Catholic Schools.
- Must hold a current registration with the Teacher Registration Board of Western Australia (TRBWA).
- Must hold a current 'Working with Children' card.
- Work with all staff, students and family members in such a manner as to support the Catholic Education Office Code of Conduct.
- Commitment to Child Safety and Protection, consistent with the CEWA Child Safe Framework.

Employment Details

Job Title	Director of Faith and Mission
Employment Status	Full-time Ongoing
Classification	Category 7, Level 3 of the Deputy Principals (Post 01 January 2012 Award)
EA	WA Catholic School Teachers Enterprise Agreement 2023
Time Allowance	0.3 – 0.4 Allowance (9 periods)
Start Date	01/01/2025
Reports to	Vice Principal
Review Dates	2 nd year and 4 th year