

## Middle Leadership Director of Catholic Character and Mission Charism Role Description



<p><b>Position:</b> <b>Reporting to:</b> <b>Key collaboration with:</b> <b>KEY Objectives:</b></p> <p>Refer to the Person Specification for Leadership Position</p>	<p><b>Director of Catholic Character and Mission Charism</b> Principal/SLT Leaders of Learning To promote, strengthen and sustain the Catholic Character and Mission Charism through liturgy, service and formation.</p>
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Key Tasks	Expected Outcomes
<p>The Director of Catholic Character and Mission Charism is responsible to the Principal and SLT for all aspects of Liturgy and Charism formation within the College and is a Teacher of Religious Education</p> <p><b>Coordinate and oversee school-wide liturgical celebrations, services, retreats, rituals and Mass:</b></p> <ul style="list-style-type: none"> <li>Ensure that SHGC Liturgical Calendar is modelled on: <i>The Annunciation, the Visitation and Pentecost as key school-wide liturgical expressions of our charism</i></li> </ul> <p><b>Coordinate opportunity for Community Service:</b></p> <ul style="list-style-type: none"> <li>Ensure that all leadership and service opportunities reflect our Catholic Character and Mission Charism</li> </ul>	<p>In the spirit of genuine collaboration and collegiality, the role of Director of Catholic Character and Mission Charism will demonstrate leadership that reflects the vision, virtues and values articulated in the College Vision Statement.</p> <ul style="list-style-type: none"> <li>Actively promote a culture of 'service' across the Kura</li> <li>Lead liturgical contributions at Full School Assemblies</li> <li>Plan, organise and take responsibility for the annual Year 12 Leadership Formation Retreat and develop a school Retreat Programme appropriate for the Kura</li> <li>Contribute to the planning and delivery of key events that form part of the Catholic Character of the College:             <ul style="list-style-type: none"> <li>Spirit Week and Sacred Heart Day</li> <li>Caritas Lent programme/Social Justice Week</li> <li>RNDM partnership and participation</li> <li>Catholic Character aspects for House events</li> </ul> </li> <li>Demonstrate excellent interpersonal skills and the capacity for effective communication:             <ul style="list-style-type: none"> <li>develop a Liturgical Model and Framework in collaboration with appropriate staff and SLT</li> </ul> </li> <li>Promote the concept of CCM groups as mini Faith Communities and their role in strengthening Charism</li> <li>Contribute to development of CCM Companion role:             <ul style="list-style-type: none"> <li>provide professional learning on leading contemplation/prayer/inoi/liturgy/worship</li> </ul> </li> <li>Promote a concept of 'Servant Leadership' in the context of Mission and service</li> <li>Co-ordinate community service opportunities that align with our Catholic Character and Mission Charism eg:             <ul style="list-style-type: none"> <li>Vinnie's meal service</li> <li>Mission Sisters Visitation afternoons</li> <li>Women's Refuge</li> </ul> </li> <li>Collaborate with SLT to develop structures and processes that ensure the ongoing support and formation of student leadership aligns with our charism</li> </ul>

***This job description can be the basis for a Professional Growth Cycle carried out each year.***

**Provide Organisational Leadership:**

- *Lead, manage and liaise closely with relevant leaders and teams*

**Health and Safety:**

- *Contribute to a safe environment for all*

**The Director of Catholic Character and Mission Charism provides other duties as assigned by the Principal**

- Contribute to leadership formation and mentorship of the Senior Student Leadership Team, in particular:
  - Head Student, Deputy Head Student: Catholic Character, Mission Leader
  - Support and organise attendance of students at suitable events: RNDM formation Retreat, Salt and Light retreat, Caritas Leadership Days
- Lead and coordinate programs and processes relating to mission, faith development and evangelisation:
  - Design and deliver a Sacramental programme
  - Collaborate with LoL: Religious Studies to design 'faith in action' curriculum
- Demonstrate high levels of organisational and administrative skills
- Ensure relevant policies and procedures are developed, implemented and reviewed systematically
- Prepare a budget proposal for Catholic Character and Charism development in line with school processes
- Take responsibility for personal safety and wellbeing
- Contribute to a culture of teamwork, respect and collegiality amongst staff that reflects the key objectives of this role in the organisation
- All Staff have a responsibility to work towards ensuring that the school's health and safety policy is effective:
  - practising safe work methods,
  - proper use of school and/or safety equipment
  - active participation in the elimination of workplace hazards
- Follow the College processes for reporting any child protection concerns as well as other safety concerns

**Employment Details:**

Full time teaching position. Permanent.

Management Units: **3 (\$5000 per unit)**

Middle Management Allowance: **1 (\$2000 per allowance)**

Time Allowance: an additional **8-10 hours (0.3-0.4)** will be allocated to this role in **2024**.

Signed: \_\_\_\_\_ **Principal**

\_\_\_\_\_ **Director of Catholic Character and Mission Charism**

Date \_\_\_\_\_

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**SPECIAL CONDITIONS:**

Education is an ever-changing environment and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work.

Whilst every effort has been made to explain the main duties and accountabilities of the role, each individual task undertaken may not be identified.

**This job description may be reviewed annually during the Professional Growth Cycle process, and may be varied in the light of the needs of the school.**

The job description sets out the main duties of the role at the date when it was drawn up. Such duties may vary from time to time, without changing the general character of the role, or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the remuneration or time allowance given of the role.