



Position Description: *Deputy Principal Catholic Identity and Mission*

Title	Deputy Principal Catholic Identity and Mission
Classification	Deputy Principal Category B
Time Allowance	23 x 70-minute periods per 10-day cycle (8 x 70-minute period teaching allocation)
Tenure	3 years
Report	Principal Vice Principal Strategic Development
Conditions	Catholic Education Multi Enterprise Agreement 2022
Membership	College Executive Leadership Team School Improvement Team Faith and Mission Team (Chair) Social Justice Team (Chair) Live Fully Act Justly Day Committee
Direct Reports	Faith and Mission Leader Social Justice Coordinator Service-Learning Coordinator Youth Minister College Chaplain

Role Description

The Deputy Principal Catholic Identity and Mission role is one of faith, virtue, witness, leadership, guidance, and service. This role promotes the evangelising mission of the Church that is characterised by a commitment to our College motto *Live Fully Act Justly*. This role involves creating and implementing a vision to encounter Jesus Christ and his transforming love and truth for staff, students, and families.

The Deputy Principal Catholic Identity and Mission is responsible for providing a vision for, and leadership of, the College as a faith learning community. The Deputy Principal Catholic Identity and Mission actively supports the College vision and mission in contributing to all key strategic, policy and management decisions taken by the Executive Leadership Team in their strategic leadership of the College.

The Deputy Principal Catholic Identity and Mission is a visionary leader committed to integrating Catholic teachings throughout the College's pastoral care, wellbeing and academic initiatives, immersion experiences, and service outreach. This role involves cultivating partnerships with the St Catherine of Siena Parish Caroline Springs, Catholic charitable organisations and advocacy groups, ensuring effective realisation of the College's mission. The Deputy Principal Catholic Identity and Mission must be adaptable and responsive to the evolving needs of the College community.



Key Roles and Tasks

The Deputy Catholic Identity and Mission is responsible for providing a vision for, and leadership of, the College as a faith learning community. As a senior leader of the College, they:

- are a member of the College Executive Leadership Team and other College committees and teams as required by the Principal
- work closely with the Principal, Vice Principal Strategic Development and Faith and Mission Team to develop processes, programs and policies that support the mission and values of the College
- lead the College in all processes and procedures relating to accreditation to teach in a Catholic school and accreditation to teach Religious Education
- work with the College Executive Leadership Team in the implementation of the College's Strategic Plan, School Improvement Plan and Annual Action Plan.

Faith Formation

The Deputy Principal Catholic Identity and Mission is a leader in Faith Formation within the College, having responsibility for:

- working with the Vice Principal Strategic Development and Faith and Mission Leader to provide leadership in promoting the mission of the College as a Catholic school, and in the development of an informed understanding of Church teaching and traditions
- leading the development and implementation of College policies relating to Faith and Mission, ensuring alignment with the College Mission Statement and Strategic Plan
- promoting the religious dimension of the College and supporting the development of Religious Education and Faith Development programs
- taking overall responsibility for major College masses including the Year 7 Welcome Mass, Opening College Mass, Feast of the Assumption Mass, End of Year Mass, Graduation Mass, celebrations for Live Fully Act Justly Day Mass and class Masses
- raising awareness of liturgical seasons and significant feast days
- actively encouraging and supporting student and staff participation in prayer and liturgy within the College
- participating in professional learning and encouraging the professional learning of others in the areas of Faith and Mission
- planning and organising co-curricular activities that support the faith development of students and staff
- liaising with the Parish priests and other religious to provide opportunities for them to be involved with the faith development of the College community
- leading the development and subsequent implementation of the school improvement plan in the Education in Faith sphere
- initiating, leading, and implementing programs and strategies to promote the Faith of the College community
- providing professional learning for staff in the area of Faith and Mission
- inducting all new staff in the ethos of Catholic Education and assist them in developing an informed understanding of Church teaching and Catholic traditions.



Prayer and Liturgy

The Deputy Principal Catholic Identity and Mission ensures that all students and staff have the opportunity to engage in rich and meaningful prayer and liturgical celebrations, having responsibility for:

- planning and implementing all College liturgical celebrations
- overseeing the development of Faith Formation and Retreat Days for each year level, in collaboration with the Youth Minister and College Chaplain
- overseeing the development, planning and logistics related to student and staff involvement in major Catholic festivals (e.g. Australian Catholic Youth Festival and World Youth Day)
- establishing and leading a student-based liturgy group
- supporting teachers in leading liturgy for students, including providing regular structured opportunities for professional development.

Internal and External Stakeholder Engagement

The Deputy Principal Catholic Identity and Mission collaborates with various staff, both internal and external, having responsibility for:

- working with the Faith and Mission Leader to create a vision for Catholic Identity and Mission within the college
- collaborating with the Social Justice Leader to oversee the Social Justice Group
- overseeing fundraising and awareness campaigns for various Catholic organisations (e.g. Project Compassion and St Vinnies)
- working with the youth minister and College Chaplain to create a vision for accompanying students to experience the joy of the Gospel
- collaborating and supervising the work of the Youth Minister and College Chaplain to create and facilitate a Faith Formation and Retreat program that cultivates the spiritual formation of students
- collaborating with the Service-Learning Leader to develop a vision for the implementation of a College wide Community Service Program
- communicating with parents via the newsletter and website on faith and spirituality matters
- developing a strong connection with the local Parish communities.

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment



Key Selection Criteria

1. An understanding and full support of the Catholic Regional College Caroline Springs Vision and Mission Statement and the values that underpin it.
2. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*.
3. An excellent knowledge and understanding of Catholic Education Commission Victoria and Melbourne Archdiocese of Catholic Schools (MACS) policies, programs and frameworks pertaining to Religious Education and Faith.
4. A commitment to ongoing professional development within the area of Faith and Mission.
5. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking, and innovation.
6. Excellent leadership, organisational and administrative skills.
7. Highly developed interpersonal and communication skills.
8. An ability to work collaboratively and facilitate dynamic teamwork.
9. Proven success as an exemplary teacher.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.