



Position Description

Director of Faith & Mission

Overview

All Positions of Leadership at Sacred Heart College are appointed by the Principal and are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by Catherine McAuley and the Sisters of Mercy.

Each Sacred Heart College staff member is expected to be committed to the core values of Compassion, Respect, Hospitality, Courage, Justice, and Service. However, those given the responsibility of leadership should have these values as their hallmarks for success and achievement.

In their roles, all Sacred Heart College leaders should model servant leadership through the development and nourishing of respectful relationships with all members of the school community – students, staff (teaching and non-teaching), parents and families.

College Vision

Sacred Heart College Kyneton is committed to building an inclusive community that proudly celebrates its faith tradition and Mercy ethos. Our students will aspire to excellence in their studies and will develop a lifelong love of learning as global citizen

From the Sacred Heart College Strategic Plan (2023-2026)

The mission of Sacred Heart College is to nourish the full flourishing of each student – spiritually, physically, cognitively, emotionally, and socially. This mission challenges Sacred Heart College to pursue excellence in learning and teaching, promote the growth of exemplary models of leadership while ensuring inclusive and safe environments for all.

Strategic Commitments

- Nourishing the Catholic Identity and Mercy heritage of Sacred Heart College through encounter and action.
- Embracing diversity and difference as opportunities to promote the development of each young person
- Continuously improving evidence-based professional practice
- Developing engaging, challenging teaching, and learning programs.
- Improving the capacity of all students to exercise agency in their learning
- Creating a safe and inclusive learning environments
- Nourishing a culture of exemplary leadership across all staff
- Ensuring sustainable finances to facilitate capital development and improvements
- Empowering our students and staff to act on issues that impact people and our planet
- Growing reciprocal and effective partnerships with parents, workplaces, and community-based organisations

Leadership Responsibilities

As a member of the College's Leadership Team, the Director of Faith and Mission has shared leadership responsibilities across all aspects of College life: Catholic Identity, Learning and Teaching, Student Wellbeing, Leadership and Management, and Community Engagement. These shared leadership responsibilities include:

- Providing informed, robust, and honest advice to the College Principal in matters considered by the College Leadership Team.
- Ensuring that consideration of the College's Vision, Mission and Strategic Plan are paramount in the decisions and procedures of the College Leadership Team.
- Giving witness to a spirit of loyalty and confidentiality in respect to the decisions and discussions within the College Leadership Team.
- Modelling authentic and respectful relationships in all dealings with other members of the College Leadership Team.

The Director of Faith and Mission's specific areas of responsibility are:

- With the College Principal provide key leadership across areas of Catholic identity and Faith Development at Sacred Heart College.
- To provide leadership and support for the Catholic Identity team and their responsibilities for Religious Education and sustainability programs.
- With the Principal have particular responsibility for nourishing the living spirit of the Mercy charism across all aspects of Sacred Heart College.
- To provide leadership for all aspects of the College's liturgical life and Retreat program.
- To provide leadership and support for the College's social justice and action programs.
- To continue to nourish the College's relationships with our local parishes, parish priests and community organisations.

Child Safe Responsibilities

The Director of Faith and Mission is expected to act always to protect the safety and wellbeing of children and young people.

Areas of Responsibility

The following duties are aligned to the major areas of responsibility:

<p>1. Leadership across areas of Catholic identity and Faith Development at Sacred Heart College</p>	<p>With the College Principal provide key leadership across areas of Catholic identity and Faith Development at Sacred Heart College.</p> <p>Achieving this includes:</p> <ul style="list-style-type: none">• Providing leadership across all aspects of school life that highlights and embeds the College's Catholic Identity as the foundation of our mission.• Modelling leadership that is servant-based and Christ-centred.• Providing leadership and support to celebrate and promote the fundamental role that the Mercy charism and the life of Catherine McAuley has at Sacred Heart College.• Providing leadership that ensures the contemporary perspectives offered by the Enhancing Catholic School Identity (ECSI) project inform and challenge all aspects of College life.
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	<ul style="list-style-type: none"> • Ensuring that programs, roles, and initiatives across the College reflect and integrate its Catholic Identity and Mercy traditions. • Supporting the work of the Principal and Director of Staff directed towards achieving Accreditation for all teaching staff. • Leading the involvement of students and staff in local, national, and international religious and social justice events such as Seeds of Justice, AMSSA conferences, Mercy pilgrimages to Dublin, Australian Catholic Youth Festivals, etc. • Representing Sacred Heart College on network teams such as the MEL Seeds of Justice group.
<p>2. Leadership and support for the Catholic Identity team</p>	<p>To provide leadership and support for the Catholic Identity team and their responsibilities for Religious Education and sustainability programs.</p> <p>Achieving this includes:</p> <ul style="list-style-type: none"> • Leading the College’s Catholic Identity team and the responses of this team and the Religious Education staff to the strategic priorities within the College’s Strategic Plan. • Directly supporting the work of the Religious Education Learning Area Leader in the ongoing development, implementation and evaluation of Religious Education learning and teaching programs. • In the spirit of <i>Laudato Si</i>, supporting the work of the Sustainability Coordinator to develop the College’s commitment to sustainability and an integral ecology.
<p>3. Leadership for all aspects of the College’s liturgical life and Retreat program</p>	<p>To provide leadership for all aspects of the College’s liturgical life and Retreat program.</p> <p>This responsibility includes:</p> <ul style="list-style-type: none"> • Leading and overseeing all aspects of the liturgical life of the Sacred Heart College community. • Ensuring the liturgical life of the College is rich and meaningful for students, staff, and the broader College community. • Leading and nourishing the College’s relationships with the College chaplains and Catholic feeder parishes. • Nourishing and modelling the importance of prayer and reflection to staff, students, and the broader College community. • Supporting teachers and staff in the preparation of classroom prayer tables and sacred spaces. • Leading the College’s Retreat program ensuring it is authentic, engaging and reflects contemporary learning in faith development. • Providing appropriate resources to nourish the liturgical life of the College including classroom

	<p>sacred spaces, religious iconography, and Mercy symbolism.</p> <ul style="list-style-type: none"> Managing the use and resources of the Sacred Heart College Chapel.
<p>4. Lead the College’s social justice and action programs and Indigenous Reconciliation Action Plan.</p>	<p>With other senior staff, providing leadership and support for the College’s social justice, social action and indigenous reconciliation programs.</p> <p>This responsibility includes:</p> <ul style="list-style-type: none"> Providing leadership to support the student cabinets, student leaders and key staff in developing and facilitating social justice and social action activities. Specific responsibility for major initiatives such as Indigenous immersions (Jarlmadangah, Lake Mungo). Oversee participation in local and regional social justice events (Mercy Education, AMSSA, etc.). Oversee the College’s fundraising policy and student/staff fundraising activities (including the staff planned giving program). Having overall responsibility for the College’s Camp Campaspe program. Having particular responsibility for leading the ongoing development and implementation of the SHC Reconciliation Action Plan (RAP). Leading the College’s recognition and celebration of major indigenous events such as Reconciliation Week and the Makaratta assembly.
<p>Team Memberships</p>	<ul style="list-style-type: none"> College Leadership Team Catholic Identity Team
<p>Reporting</p>	<p>The Director of Faith and Mission reports directly to the College Principal.</p>