



Position Description

DIRECTOR OF FAITH AND MISSION

Position title	Director of Faith and Mission
Reports to	Principal
Position of Leadership	Level 4+
Time Release	24 periods

Role Description

The Director of Faith and Mission is a pivotal senior leader at Assumption College and a visible witness to the Catholic faith and Marist spirituality. This role is central to the spiritual, liturgical, and faith formation life of the College, ensuring that Gospel values and the Marist charism are embedded in all aspects of College life. As a leader of significance within a Catholic school community, the Director of Faith and Mission animates the College's mission through authentic presence, inspiring action, and service to others, fostering a deep sense of vocation, meaning, and purpose in students and staff alike.

Working closely with the College Executive and the Faith and Mission Team, the Director of Faith and Mission leads whole-school initiatives that support Catholic identity, social justice engagement, and student faith development. The role includes oversight of religious events, retreats, social justice programs, and the strategic faith life of the school. The Director of Faith and Mission builds strong partnerships with parish, community, and Marist networks to promote a culture of encounter, justice, and hope.

A critical part of the role is ensuring that all staff are supported in deepening their understanding and engagement with Catholic and Marist spirituality. Through intentional formation opportunities, professional learning, and spiritual leadership, they nurture a staff culture that reflects the values of the Gospel and the distinctive spirit of St Marcellin Champagnat.

In demonstrating a commitment to continuous professional learning, the Director of Faith and Mission ensures compliance with legislative and curriculum requirements while modelling the value of lifelong learning. They are expected to uphold all legislative obligations related to Child Safeguarding and Occupational Health and Safety, in alignment with College policies.

Key Areas of Responsibilities

The Director of Faith & Mission is responsible for:

- Leading the College's Catholic identity and mission, ensuring the Gospel is central to the life of the school and aligned with the Marist charism.
- Sustaining and growing the College's Marist spirituality by providing leadership in prayer, formation, and reflection opportunities for staff and students.
- Collaborating with the Leader of Learning – Religious Education to ensure curriculum, liturgical life, and formation experiences are theologically sound, engaging, and contemporary.
- Overseeing the planning and delivery of student retreats, liturgies, social justice programs, fundraising events, and immersion opportunities that form students as compassionate, faith-filled individuals.
- Supporting staff in their vocation as Catholic educators through accreditation processes, professional learning, and faith formation.
- Maintaining and developing links with the wider Church, local parishes, the Marist Association, and Marist Schools Australia.
- Ensuring strategic alignment between the College's mission, strategic plan, and the evangelising mission of the Church.
- Contributing to the leadership of the College through collaboration with the College Executive and School Improvement Team.

Key Duties

- Lead and support the Faith and Mission Team
- Oversee the planning and celebration of all major College liturgies, including Opening Mass, Champagnat Mass, Graduation, and key seasonal events.
- Lead staff and student formation programs, including Sabbatical Week, Marist Life and Mission programs, and reflective retreats.
- Coordinate fundraising campaigns and social justice initiatives aligned with Catholic Social Teaching, including Caritas (Term 1), Vinnies (Terms 2 & 4), and Marist Solidarity (Term 3).
- Facilitate student immersion experiences and support the formation of staff leading immersion opportunities.
- Maintain the sacredness and accessibility of the College Chapel as a space of prayer and reflection.
- Collaborate with the Game Changers Leader to support the implementation and staffing of the student formation program.
- Monitor and support staff in meeting requirements for Accreditation to Teach in a Catholic School and Accreditation to Teach Religious Education.
- Liaise with the Learning Leader (Religious Education) to ensure liturgical life and formation complement the Religious Education curriculum.

- Source and coordinate guest speakers and facilitators to enrich staff and student formation.
- Participate in College Executive and School Improvement Team meetings and provide leadership in the development of strategic initiatives related to faith and mission.
- Ensure that all staff involved in faith and mission programs are supported, inducted, and adequately prepared.
- Communicate with parents, parish leaders, and external agencies to strengthen the faith community of the College.
- Respond to emerging needs of the College in line with the evolving context of Catholic education and Marist spirituality.
- Other duties as directed by the Principal.

Membership

The Director of Faith and Mission is a **member of the following teams:**

- College Executive
- School Improvement Team
- Faith and Mission Team

They work **in collaboration with:**

- Student Wellbeing Team
- Learning and Teaching Team
- Learning Mentors

Positions Reporting to the Director of Faith and Mission

- Social Justice Leader
- Game Changers Leader
- Sustainability Leader
- Fire Carriers Leader
- Youth Ministers