

Director: Religious Education and Identity

Classification:	POL 4
Time Allowance:	18.5 Period Time Release
Monetary Allowance:	As per CEMEA 2022
Tenure:	3 years (2025 – 2027)
Appraisal:	A performance appraisal will be conducted mid-way through the tenure period.

Mercy College

Mercy College is a Catholic Secondary Girls' College with a proud and rich history of education in the local Coburg area and surrounding suburbs.

Guided by the Mercy values of Compassion, Excellence, Hospitality and Justice, we pride ourselves on fostering a community which empowers each student to be inquisitive, courageous and persistent. We respect, value and celebrate each student's unique gifts and all that they bring to our community.

Position Summary

As a leader of religious education and Catholic Identity, the Director: Religious Education and Identity works as part of the Senior College Leadership Team and together with the Principal will lead in the area of religious identity and pastoral care.

The Director: Religious Education and Identity plays a pre-eminent role in shaping the religious identity of the College, ensuring alignment with the College mission and vision statement. This role supports the pastoral needs of the students through the active development and leadership in the Catholic ethos and culture and the implementation of a religious education and faith and identity programs across the College.

The Director: Religious Education and Identity is responsible for developing programs that provide opportunities for spiritual experiences and expression of faith as an integral part of College life and the Religious Education curriculum. This role will be involved in all aspects of student community life of the College.

Child Safety

Mercy College is committed to the safety and wellbeing of our students. The College is committed to the protection of all children from all forms of child abuse. In this context, the College has implemented a comprehensive child safety program and processes which apply to all community members.

All staff appointed to the College are expected to take an active role in maintaining children's safety and have a demonstrated understanding of appropriate behaviours when engaging with children. Staff are also required to have a sound knowledge of their legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.

Essential Duties and Responsibilities

Education in Faith

As a senior leader of the College, the Director: Religious Education and Identity is responsible for actively promoting and modelling the Mercy values and Catholic ethos of the College. In leading staff, students and the community to discover and grow in their faith, they will work with the Senior College Leadership Team to provide broad opportunities for religious education and faith enrichment of students and staff through active engagement with curriculum, service, liturgy, prayer and reflection.

They will:

- Be an active leader in the religious and spiritual life of the College
- Implement and promote Catholic principles for education in MACS schools
- Ensure that the values and beliefs of our Mercy Catholic tradition are embedded in all College celebrations and activities.

Leadership and Management

- Provide leadership by actively and publicly supporting the College's Vision and Mission and implementing the College's School Improvement Plan: 2024 - 2027 and Annual Action Plan within the area of responsibility.
- Collaborate with the Principal to actively promote and foster the Catholic ethos of the College.
- With the Senior College Leadership Team, lead, promote and support the MACS 'Vision for Instruction'.
- Demonstrate a high level of skill in listening, negotiation, mediation and conflict resolution with staff, parents, and students.
- Develop and maintain structures for effective liaison and consultation.
- Develop authentic relationships with students, staff and parents, promoting collaboration and open dialogue.
- Chair and participate in committees as required.
- Work in partnership with other members of the Senior College Leadership Team.
- Work with the Business Manager to prepare and monitor the mission and Religious Education budgets.
- Conduct professional growth meetings and annual reviews of relevant staff on a regular basis.
- Any other tasks or responsibilities as delegated by the Principal.

Faith and Identity

- Be a model of leadership in the Catholic faith
- Develop and monitor strategies to promote growth in faith of staff and students
- Provide effective and creative leadership in the development of authentic relationships between staff and students
- Plan and implement whole school professional learning that adds value to the College's Catholic identity that is in line with the School Improvement Plan and Annual Action Plan.
- Ensure the values and vision of the College is clearly understood, shared and enacted in all aspects of school life
- Work collaboratively with the Senior College Leadership Team, Mission Team, the Religious Education Learning Area and other Learning Area Leaders to enhance the Catholic Identity and Mercy Charism of the school.
- In consultation with the Principal, be responsible for the planning, preparation and implementation of the liturgical life of the College.
- Coordinate the fundraising activities and the outreach programs of the College
- Have overall responsibility for major College Eucharists, including the Commencement Eucharist, Graduation Eucharist celebration and Mercy Day, class Eucharists and Liturgies, reflection days and retreats.
- Promote awareness of and commitment to issues of Social Justice.
- Undertake the support and guidance of the Student Executive by ensuring they set directions and contribute positively to our learning culture.

- Raise awareness of liturgical seasons, significant feast days and special dates such as Catholic Education Week, Refugee Week, Reconciliation Week, NAIDOC Week and Homelessness Week
- Attend, when possible, parish activities, events and meetings that are relevant to the school and its partnership with the parish.
- Promote the College's FIRE Carrier Program and covenant.

Educational Leadership

- Lead the Religious Education Team and implement an engaging Religious Education Program compliant with the MACS RE Curriculum Framework and VCAA study designs.
- Ensure the Religious Education curriculum is documented and includes the Catholic Social Teaching and a Pedagogy of Encounter.
- Develop relevant and rigorous assessments in the Religious Education learning area and analyse and evaluate data to identify student learning needs and program effectiveness.
- Attend learning area meetings and build networks to enhance learning, teaching and ministry in Religious Education.
- Coordinate internal and external 'Accreditation to Teach in a Catholic School' programs in consultation with the Principal and Executive Deputy Principal (Staff and Culture).
- Promote opportunities for staff to gain Accreditation to Teach in a Catholic School and Religious Education.
- Promote a culture of accountability for collective outcomes, improvement and high performance, shaping a culture of high expectations for all.
- Support the Social Justice Convenor in their role

Engaging with the Community

- Promote and celebrate faith and identity through the College newsletter, yearbook and other publications as appropriate. Set up displays to showcase student learning.
- Foster parish, school and parent partnerships
- Develop and promote relationships within the wider faith community, including local and priority parishes
- Maintain links with Mercy Education, Catholic Aboriginal Ministry Victoria and Catholic Schools Youth Ministry.

General accountabilities for all staff

- Contribute to a healthy and safe work environment for self and others by complying with all safe work policies and procedures.
- Maintain currency of first aid, mandatory reporting and anaphylaxis training.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Attend all relevant school activities and meetings as well as professional learning opportunities.
- Participate in duty supervision as rostered and other supervision duties when required.
- Demonstrate professional and collegiate relationships with colleagues.
- Uphold the professional standards expected of a teacher.

Reporting Relationships

Position Reports to:	Principal
Key Contacts:	Senior College Leadership Team Religious Education Team Social Justice Convenor Learning Area Leaders Learning and Wellbeing Leaders Student Executive Operations Leader Melbourne Archdiocese Catholic Schools (MACS) networks

Selection Criteria

1. A demonstrated understanding and commitment to the ethos of Mercy College and its mission.
2. Experienced and highly effective educator.
3. Demonstrated passion, energy, the ability to make things happen and a genuine interest in and commitment to serving students, parents and staff..
4. Demonstrated knowledge and understanding of contemporary educational research, issues, trends, practices and policies that enables the pursuit of excellence.
5. Demonstrated commitment to quality focused service and the capacity to establish and maintain effective collaborative relationships with diverse stakeholders.
6. Demonstrated capacity for proactive educational leadership and highly developed skills in leading and managing continuous improvement in Catholic identity.
7. Accreditation to teach RE in a Catholic School.
8. An expectation that regular professional learning is undertaken in order to maintain a high level of awareness of current and best practice in the major areas of responsibility associated with the role.

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee.