



FAITH AND MISSION COORDINATOR

The Faith and Mission Coordinator is appointed by and is directly accountable to the Principal.

The Faith and Mission Coordinator will lead the Mission and Vision of OLMC in the context of our Mercy Values. She/He will be specifically responsible for the growth and development of opportunities for staff and students in the areas of Social Justice, Formation, Prayer and Liturgy and the Religious Education Curriculum.

The Faith and Mission Coordinator is responsible for the development and implementation of policies, programs and practices in Religious Education, Social Justice, Faith Development and Ministry. She/He has a significant role in promoting and modelling the faith life of the College. She/he also contributes to the development and review of College structures, programs and procedures to ensure they reflect the vision and values of a Catholic school in the Mercy tradition.

The Faith and Mission Coordinator takes on a role based on a model of Christian service and shares the responsibility of inspiring and leading staff and students in their commitment to the core values of the College – Justice, Compassion, Courage and Joy.

KEY RESPONSIBILITY AREAS

College Leadership

- Membership of the College Leadership Team
- Leader of Ministry Team
- With the Principal, leads the faith formation of staff
- Will be immersed in the Mercy charism, ethos and values and lead this for staff and students
- Work with the Principal to provide leadership in promoting the mission of the Catholic school and the Mercy ethos and values
- Share with the Principal in being a faithful presence in the school and wider community
- Be fully cognizant of the Archdiocese and Mercy Education expectations with regards to the Religious Education curriculum, policy and formation
- Oversee and provide advice to staff regarding Accreditation to Teach in a Catholic School and Accreditation to Teach Religious Education including the professional learning opportunities, policy development and implementation.
- Develop authentic relationships with staff promoting collegiality and open dialogue
- Foster conversation and reflection on faith, scripture and contemporary church issues
- Facilitate the College's commitment to the faith and spiritual life of staff and students

- Organise and review the Enhancing Catholic Schools Identity survey and use the data to assist with the development of College culture, programs and lead discussions with the Leadership Team, staff and the community.
- Lead the implementation of the College Strategic Plan in the area of Education in Faith.
- Represent the College at various CEM, Archdiocesan and Mercy Education functions and facilitate student engagement in such functions.
- Lead the development of prayer, the use of scripture and liturgy within the school.

Religious Leadership

- Lead the Ministry team in providing dynamic, innovative and effective directions in Faith and Mission in the College.
- Facilitate opportunities for students, staff and parents to participate in the rituals of the Catholic tradition and in other experiences that nurture spirituality – whole school, year level and small group.
- Oversee the work of the Social Justice Coordinator and support them in carrying out their roles
- Support the Learning Area Leader Religious Education in the ongoing implementation and evaluation of existing Religious Education courses and pedagogy with reference to the school's Mission, CEO and Archdiocesan and VCAA policies, student needs and current educational practices
- Support staff in all Learning Areas in the development of curriculum and resources that are related to issues of Church moral and social teaching
- Oversee the Year 10 Wonderfully Made and relationships program co-delivered by the Religious Education and Health and Physical Education teams.

Prayer and Liturgy

- Organise and lead major College Liturgies including staff liturgies and whole school and year level Liturgies. This involves working with other staff including music staff to provide
- Develop and grow the prayer, meditation and reflection experiences of staff and students, ensuring they are embedded in the culture of the College including engaging students in the development of these activities.
- Develop and grow student involvement in liturgies and prayer in the College
- Lead professional learning for staff in developing skills in leading prayers and reflection with students
- Ensure that symbols and places for reflection and prayer are visible and promoted

Management of Staff and Resources

- Formulate and implement the budgets in Faith and Mission.
- Oversee the use of the College Chapel and other reflection spaces to ensure they are well maintained to promote prayer and to reflect the liturgical seasons
- Share in monitoring the safety of the learning and working environments and ensure that practices are consistent with school policy and statutory requirements (e.g. child safety policies, employment procedures, occupational health and safety requirements, equal employment opportunity, sexual harassment and bullying policies)

Pastoral Care and Child Safety

- 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 Student with a child-safe environment and proactively monitor and support student wellbeing

No position description can be entirely comprehensive. From time to time the Faith and Mission Coordinator will be expected to carry out other duties, as requested by the Principal or her delegate that are broadly consistent with this position description and the status of the role within the College.

ACCOUNTABILITY

Reports to: Principal

Responsible for: Social Justice Coordinator, Ministry Team

Internal liaisons: Leader of Learning Development, Head of Student Wellbeing, Head of Operations, School Coordinator, Learning Area Leaders, House and Year Level Coordinators, Religious Education Learning Area Leader, Staff, Parents

External liaisons: Professional associations, CEM, Mercy Education Limited, Parish Priests,

CONDITIONS

Conditions are as per the Victorian Catholic Multi Enterprise Agreement 2018 and OLMC employment policies. This is a leadership position for 3 years, with a permanent appointment to the College. The time release is 20 lessons per 10-day cycle and a POL 4 +2.

The position encompasses participation in decision-making processes and other activities relevant to the role, which will require occasional involvement outside the currently designated school hours.

SELECTON CRITERIA

1. Demonstrated commitment to Catholic Education and an understanding of the importance of the Mercy charism and spiritual tradition in the life of an order-owned Catholic school
2. Relevant Post Graduate qualifications (Theology/Leadership in Faith completed or currently being undertaken) and a commitment to ongoing professional learning
3. High level capacity to translate a broad and contemporary knowledge of Religious Education and Faith Development into effective programs
4. Demonstrated capacity to lead and manage in ways that value and uphold high expectations of staff and students and that promote excellence, innovation and continuous improvement
5. Demonstrated high level organizational, interpersonal and communication skills with the ability to work with individuals and groups in a variety of ways.
6. Demonstrated ability to facilitate responsive, reflective and successful staff teams
7. A demonstrated understanding of child safety and the appropriate obligations and behaviours when engaging with students.

The incumbent will have current VIT Registration or capacity to be registered as a teacher through VIT. She/he will be expected to have Accreditation to Teach in a Catholic School. Accreditation to Teach Religious Education in a Catholic School, or similar accreditation, is desirable.

Date: September 2020