

ASSUMPTION COLLEGE

Position – Catholic Identity Leader



Presence - Family Spirit – Simplicity - In the Way of Mary - Love of Work

The early Marists proclaimed 'Let it be said of us, as it was of the first Christians, 'see how they love one another'. In a world thirsting for connection and belonging, we strive to be a place in which a family spirit of love, respect and mutual trust are the wellsprings of growth and healing.

CATHOLIC IDENTITY LEADER

The Leader of Catholic Identity is a member of the College's Leadership Team and with the Principal, is particularly responsible for ensuring that the College's policies and procedures are implemented consistently with consideration of the vision and mission. The Leader of Wellbeing Services accepts responsibility for the organisational structures and personnel that enable and support the allied health services within the school community.

Reports to: Principal

Collaborates with: Members of the College Leadership Team
Faith Team
Pastoral Team
Religious Education Teachers

Contract: As an employee of Marist Schools Australia, this is a three-year Position of Leadership Level 5 which will include regular Review and appraisal.

DEMONSTRATED LEADERSHIP ATTRIBUTES

- Demonstrates leadership of Assumption College's vision and mission as a Catholic school, and uses this as a wellspring in all discussion and decision-making
- To continue to develop the Marist traditions of the College in the charism of St Marcellin
- Committed to and promotes the life-long learning of students and staff
- Has high aspirations for learning that inspire staff, students and the community
- Understands, applies and shares contemporary educational research, theory and practice in wellbeing, pastoral care, student management and pedagogy
- Demonstrates knowledge of the contexts driving relevant state and national policies and compliance requirements
- Demonstrates and shares the importance of emotional intelligence and empathy in building trust and a positive learning community across the College
- Defines challenges clearly and seeks positive solutions, often in collaboration with others
- Makes and is able to communicate decisions informed and supported by available evidence and analysis

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Job Title: Catholic Identity Leader



- Communicates, negotiates, promotes, collaborates and builds partnerships effectively across all sectors while relating to the whole College community
- Understands the different demographic groups within the College community and is able to work effectively with them
- Develops strategies to ensure educational opportunity for all students to reach their full potential
- Develops and maintains structures for effective liaison and consultation

KEY DUTIES AND RESPONSIBILITIES

- Member of the Leadership team and responsible for associated responsibilities that may be allocated by the Principal to this position
- Leads the Faith Team, providing the vision and organisational support for the prayer life of the College, Retreats, Liturgies, social justice responses and fundraising.
- Ensures that the College maintains a strong connection with the Parish and with local parish priests.
- Facilitate the Christian Ministry program for all students.
- Maintains the Chapel as the heart of the school community.
- With the Game Changers leader, oversee the staffing and implementation of the Program.
- Coordinate Marist programs within the school, including both in-house and external professional learning opportunities.
- Is proactive in sourcing qualified and inspirational/spiritual speakers for various functions and events, including staff professional learning.
- Oversees fundraising for Caritas Australia (Term 1), Vinnies (Term 2 & 4) and Marist Missions (Term 3), including all major fundraising events such as the Assumption Day fete.
- With the Religious Education Coordinator, ensure that faith-based programs support and complement the Religious Education curriculum.
- Supports the local Marist Association group.
- Monitors the professional learning of teaching staff to ensure they are achieving 'Accreditation to teach in a Catholic School'.

ASSUMPTION COLLEGE

Job Title: Catholic Identity Leader



LEADERSHIP FUNCTIONS

- Develops a culture of improvement by placing learning at the centre of strategic and operational planning
- Plans, acts, reviews and responds at the highest level of professional practice by:-
 - Gathering information, analysing data and making decisions
 - Developing strategies, aligning resources and implementing actions for improvement
 - Consolidating improvement, changing established practices or changing the decision making processes when necessary
- Inspires staff and members of the College community to continuously enhance their capacity to improve their practice and continually strive to understand and improve their impact
- Implements effective tracking mechanisms that use data, benchmarks and observation to monitor every staff member's progress
- Assists other members of Leadership to review, evaluate and support staff to build capacity and to review performance
- With other members of Leadership, contributes to and implements the College's strategic plan, vision, mission and values while taking a leadership role in the coordination, monitoring and updating of the strategic plan
- Promotes good performance and challenges underperformance by promoting effective intervention, corrective action and follow-up
- Uses emerging technologies to enhance and extend the learning experience of our community and to achieve excellence
- Contributes to the development of quality assurance review strategies
- Works with the Learning and Teaching Team to continuously evaluate school programs for improved quality, balance and relevance
- Contributes to the development and maintenance of efficient administrative policies and procedures
- Acts in a supportive and supervisory capacity at College functions as directed by the Principal
- Attends and participates in Leadership meetings and other relevant meetings
- Informs the Principal of matters relevant to staff development

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Job Title: Catholic Identity Leader



CHILD SAFEGUARDING REQUIREMENT, DUTIES AND RESPONSIBILITIES

- All staff are required to be familiar with the content of our Child Safeguarding Policy and Program including their legal obligations with respect to the reporting of child abuse.
- It is each individual's responsibility to:
 - Understand and abide by our Child Safeguarding Code of Conduct and Policies.
 - Be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the College's Child Safeguarding Officers.
 - Support a child safe environment through identifying and removing risks and promoting the participation and empowerment of children in participating in the College's child safeguarding program.
- Report any concerns that a child may be subject to abuse to the College's Child Safeguarding Officer, noting that this does not release the staff person from other legal and regulatory reporting obligations that may apply, namely:
 - Obligation to report a sexual offence (Crimes Act 1958 (Vic) (s 327))
 - Obligation to Act to Protect (49C of the Crimes Act 1958 (Vic) (Crimes Act))
 - Obligation to Make a Mandatory Report (The Children, Youth and Families Act 2005 (Vic) (CYFA))
- It is our policy that all new staff and members of the Council undergo additional screening to meet Child Safeguarding requirements in relation to Child-connected work including:
 - Working With Children Check clearance
 - Relevant qualifications and registrations
 - Personal identity verification and background check, including a satisfactory completion of a National Police Check.
 - Reference checks will address the persons' suitability for the working with children

OCCUPATIONAL HEALTH & SAFETY

- Perform the above duties in line with any safe work practices and processes and conduct oneself at work in a manner that is safe to self and others.
- Encourage colleagues and others on the worksite to adhere to safe work practices.
- Support and contribute to the improvement of safe systems of work and safe work Practices.
- Participate in relevant OH&S training programs.
- Report all work-related incidents and near misses which result in injuries, ill health, or property damage in writing, in accordance with the school's OH&S policies and procedures;
- Suggest changes to eliminate workplace hazards, or minimise the risks associated with Them.

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- Correctly use any equipment provided for health and safety purposes.
- Follow reasonable instructions given by the school in relation to health and safety at Work.
- Support the consultative processes for managing OH&S, when opportunities arise.