



St Mary MacKillop College Swan Hill

ROLE DESCRIPTION

<u>JOB TITLE:</u>	Faith in Action Leader
<u>REPORT TO:</u>	Principal
<u>RESPONSIBLE FOR:</u>	The Faith in Action Leader has the responsibility to enhance the Catholic Identity of the school through recontextualisation, dialogue, and action.
<u>CLASSIFICATION:</u>	Education Support Officer, Category B, Level (to be confirmed). This level includes leave for all Victorian school holidays. Salary range \$54,000 - \$81,000 1.0 FTE (Part-time negotiable) Overtime to be negotiated for events out of contracted hours, including camps.

The Faith in Action Leader will demonstrate an open, flexible and creative approach, working to ensure the St Mary MacKillop College's Vision and Mission Statement are reflected in practice across the school and are promoted and actioned within the Swan Hill community.

The Faith in Action Leader will also work collaboratively with the Principal, Deputy Principals and Curriculum Leader Religious Education to foster prayer, establish and run social justice groups, establish, expand and run student faith leadership groups, write and run reflection days, and make liturgy more inclusive by involving more students in its preparation and participation within the school community.

Catholic Ethos and Josephite Charism of the College

- Actively promote the Catholic ethos of the College through the Josephite charism.
- Lead the Faith and Mission Committee to ensure as far as possible that the College lives out the ethos in all aspects of College life.
- Promote relevant Professional Learning programs for staff.
- Provide students with opportunities to build positive relationships with the local, parish, diocesan and global communities and to make authentic and positive contributions to our world.
- Support the Curriculum Leader Religious Education in all aspects of the Religious Education program.
- Lead the development of extracurricular activities for students interested in Religious Education.

Liturgy and Prayer

- Facilitate students and staff in leading liturgical celebrations in an appropriate manner.
- Promote the importance and inclusion of Indigenous Culture through liturgy and prayer.

- Promote and organise the Liturgical celebration of special events in the College/Church calendar. Particularly, the Faith in Action Leader is responsible for coordinating the main Liturgical celebrations for the year. These currently include:
 - Beginning of Year Mass;
 - Ash Wednesday Liturgies;
 - Mass in support of the St Vincent de Paul Society;
 - St Mary MacKillop of the Cross Feast Day Mass;
 - Catholic Education in Swan Hill (CESH) Mass (in collaboration with St Mary's School);
 - End of Year Mass; and
 - Graduation Mass (in collaboration with the Senior School Coordinator).
- In collaboration with the House Leaders create liturgical celebrations for House gatherings.
- Encourage reflection, prayer and liturgical celebrations within the school for students and for staff.
- In collaboration with the Curriculum Leader Religious Education plan and organise the Year 11 and 12 retreat program for students, creating a variety of options to meet the needs of the students and suitable days of reflection for Years 7 to 10.
- Communicate with the Parish Priest to ensure timely and adequate preparation for liturgies and classroom involvement.
- Develop and facilitate the training of liturgical ministers e.g. Eucharistic Ministers.
- Organise opportunities for members of the school community to join together at Mass, in the school Chapel or parish church (Holy Days of Obligation, Staff Professional Learning Days).
- Manage the relevant resources for prayer and liturgy in the school.
- Oversee and mentor the Student led Faith and Mission Committee.
- Oversee the care of the school Chapel.

Faith Development

- Work with staff and students to understand their position in the natural world and to protect and care for our environment.
- Offer leadership in awakening, nourishing and developing faith, and deepening knowledge of the Catholic tradition within members of the College community through masses, liturgies and College assembly prayer.
- Develop a spiritual or faith dimension to the Professional Learning program for each member of staff.
- Provide opportunities for staff to:
 - Explore, share, reflect upon and act upon current issues of faith and life.
 - Deepen their awareness and knowledge of Josephite spirituality so that they feel more connected to the Josephite charism.
 - Develop and conduct effective days of reflection/retreat.
 - Join together in prayer and reflection in Staff Liturgies.
 - Gain accreditation to teach in a Catholic school.
- Foster positive and regular communication with Parish and Diocesan groups.
- Promote youth involvement in parish activities and youth ministries e.g. Young Vinnies.
- Coordinate Social Justice activities in the College, for example but not limited to: Caritas and Project Compassion, Ration Challenge, Face to Faith, Josephite Action Group.

Administration and Professional Learning

- Contribute to College publications such as Newsletters, Bulletins and the annual College Magazine.
- Collaborate on the yearly report for the School Annual Report to the Community.
- Prepare and manage an annual budget.

Attendance

- Attend Information Evenings, Graduation Dinner, Graduation Mass, Year Level Parent Evenings (e.g. Basket Tea) and other official College functions.
- Network with other AJASS and Ballarat Diocesan communities.

Committee affiliation:

The Faith in Action Leader will attend:

- Organisational Team meetings
- Religious Education Curriculum meetings
- Faith and Mission Student committee (Mentor)
- Faith and Mission Committee (Lead)
- Staff Meetings (present prayer)
- Staff Briefing (present prayer)
- Friday morning Chapel (Lead)

Other Duties:

To undertake other duties as designated by the Principal. This may include taking on particular projects at the request of the Principal. These projects may be short term or ongoing depending on the nature of the assignment.

Child Safety

Consistent with our mission as a Catholic school, the St Mary MacKillop College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students.

All staff must:

- Adhere to Child Safety legislation and College requirements.
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured.
- Be familiar with and comply with the DOBCEL and St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Health and Safety:

All staff are expected to:

1. Adhere to, and implement, safe work practices and procedures in accordance with the St Mary MacKillop College policies.
2. Work safely and report any hazards in accordance with school procedures.
3. Monitor and take full care of the health and safety of others.
4. Participate when required in the resolution of safety issues.