



## **SACRED HEART COLLEGE**

### **DIRECTOR OF MARIST MISSION**

#### **Position Information Document**

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#### **CONTEXT**

Sacred Heart College is a Catholic College in the Marist tradition. "A Marist school is a centre of learning, of life, and of evangelizing. As a school it leads its students and staff to learn to know, to be competent, to live together and most especially to grow as persons" (Institute of Marist Brothers of the Schools, 1998, p.49).

Providing opportunities for faith formation and liturgical engagement to young people through their senior secondary years is central to the life of a Catholic School. The Director of Marist Mission is responsible for seeing that this happens smoothly and to the best of their ability on a day-to-day basis. The Director of Marist Mission will work closely with the Principal, Deputy Principal and Head of Marcellin Campus, and will be a member of the Marcellin Campus Leadership Team. The Director of Marist Mission will have an inclusive interest in whole School affairs and will hold a special mandate for the religious life at Sacred Heart College, with a particular emphasis on the Catholic and Marist traditions that inform the spiritual, faith and liturgical program.

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#### **1. BROAD PURPOSE**

The Director of Marist Mission (POR 4) will be a member of the Marcellin Campus Leadership Team (MCLT). As such the Director of Marist Mission will:

- Actively contribute to the Catholic dimension and values of the College.
- Work closely with the Deputy Principal and members of the MCLT to maintain the highest standards across all facets of campus and College life.
- Have an understanding of, and respond to, current pedagogy and curriculum trends as determined by SACE Board, ACARA and Catholic Education South Australia.
- Work collaboratively with colleagues, parents/caregivers and CESA personnel to facilitate student development across the campus and College.
- Be a collaborative, consultative leader, that considers the collective wisdom of other Leaders, peers and staff, using reflective practices to ensure best practice models are implemented at all times.
- Be empathetic to the needs of the young people entrusted to their care.
- Promote conditions allowing students to achieve their maximum potential

## **MEMBERSHIP OF THE MARCELLIN CAMPUS LEADERSHIP TEAM**

Membership of the Marcellin Campus Leadership Team (MCLT) means accepting the invitation of the Principal, to share in, and contribute to, the leadership of our community, with responsibility for the ongoing planning and future development and direction of the College. Central to their responsibilities are the Catholic dimension and values of the College.

The MCLT will contribute to strategic planning, modelling of the College values and professional behaviour as outlined in the CESA Code of Conduct.

### **As a member of the MCLT, the Director of Marist Mission will:**

- Promote the spiritual life of the College through visible leadership of our Catholic identity
- Live out the Sacred Heart College Vision as detailed in the College Strategic Plan
- Attend MCLT and contribute generously and strategically to the workings of the Team
- Contribute to the development, application, review and refinement of the College Strategic Plan and Annual Improvement Plan, and ensure these goals are met
- Maintain high professional standards, work inclusively with all staff, and model collaborative leadership with appropriate confidentiality
- Have a working knowledge of College and CESA Policies and guidelines and be responsible for the development, implementation and review of Policies and strategies across our community
- Be willing to present and discuss wider whole school issues at staff meetings or other forums to clarify policies or processes
- Be actively involved in reviewing policies and communicating concerns and changes to staff as appropriate
- Show a commitment to further study and professional learning in Religious Education, Marist Ethos, Educational Leadership, and other relevant fields
- Work with the Principal to facilitate relevant staff Professional Learning
- Assist with:
  - College organisation and attend College functions;
  - Full school events;
  - Enrolment Interviews and College Tours as required;
  - Planning and monitoring of College calendar events;
  - Staff Interview Panels as required;
  - Student Promotions as required;
  - Production of the Staff and Parent Handbooks;
  - The College Blog and Hearts Collegian;
  - Regular reviews of all College and CESA Policies and Procedures;
  - Community events, and supervision of Saturday detentions if required;
  - Share responsibility for the school when the Principal is absent;
  - Participate in Staff Induction and in Staff Review processes.

## **2. KEY AREAS OF WORK**

### **Marist Mission**

The Director of Marist Mission will oversee and be responsible for all components of Marist identity and mission and will work collaboratively with Marist Schools Australia in order to foster a culture of spiritual and apostolic companionship within the Sacred Heart community.

The Director of Marist Mission will:

- Support the aims and policies of the school, and ensure that decision-making and actions are carried out in the spirit and ethos of the Catholic Marist school;
- Work collaboratively with the Director of Marist Mission from Champagnat Campus;
- Be responsible for the College's Youth Ministry and Outreach Programs;
- Be responsive to initiatives promoted by the Diocese; and
- In collaboration with the Head of Marcellin Campus, coordinate all fundraising activities in the College in keeping with the College's Fundraising Policy.

### **Students**

- Facilitate, give witness to and promote the religious ethos of the school, as it relates to House Masses, prayer, major religious celebrations and social justice;
- Be responsible for the coordination and development of faith formation programs, including the organisation of Retreats and Reflections Days, as required;
- Be responsible for the coordination and oversight of Founder's Day;
- Ensure students understand and adhere to Chapel protocols;
- Support an understanding and celebration of House ethos, most significantly in terms of the House Patron and the Marist traditions;
- Support Heads of House in the organisation of House Masses;
- Organise a student sacramental program as required; and
- Organise training of staff and student Eucharistic Ministers.

### **Staff**

The Director of Marist Mission will develop and maintain working relationships which support a co-operative and congenial climate relevant to the needs of staff and will:

- Work closely with and support the Head of Learning Area: Religion Studies and Marist Support;
- Line Manage and support Marist Youth Ministry and Outreach Programs, such as Game Changers, Marist Immersion Team, Social Justice Program, and Vocations;
- Provide opportunities for staff members to deepen their own faith through the provision of Staff Reflection Days;
- Organise the induction of new staff into the Marist ethos;
- Provide opportunities for, and encourage participation in, staff professional learning relating to our Catholic faith and the Marist Charism, in particular those offered by the Marist Mission and Life Formation Team and CESA;
- In collaboration with relevant staff, monitor the requirements of staff accreditation and the Graduate Certificate of Religious Education, and respond where necessary; and
- In conjunction with the Business Manager, inform staff of CPF process and learning opportunities.

## **Outside Agencies**

- Work with REC and APRIMS holding equivalent positions in other schools so as to ensure best practice at Sacred Heart College;
- Liaise with the Brighton Parish regarding Parish events held at Sacred Heart College, as well as on relevant committees and initiatives;
- Work closely with Marist Schools Australia to respond to initiatives that enliven the spiritual and religious dimension of school life; and
- In collaboration with the Director of Marist Mission at Champagnat Campus where applicable, take responsibility and leadership of the local gatherings of the Marist Association. Although whether the Director of Marist Mission is a member of the Marist Association is optional.

## **Management of Process**

- Ensure all spending occurs in the allocated budget.
- Develop and implement a Mission Vision Statement in accordance with the Marist ethos;
- Be responsible for the preparation of an annual budget. This will include consideration of budgets for Game Changers, Marist Immersions and all other groups under the banner of Marist Mission.

## **General**

- Respond to other duties as assigned by the Principal, Deputy Principal or Head of Marcellin Campus through due process of consultation and negotiation.

## **WORKPLACE HEALTH & SAFETY**

Workers have a responsibility to:

- Take reasonable care for their own health and safety
- Take reasonable care to not adversely affect another person at work through acts or omissions
- Follow reasonable instructions given to ensure health and safety, and
- Co-operate with reasonable policies and procedures made available to staff, which are designed to protect people at work

*In practical terms this means to:*

- Use appropriate equipment and safe work procedures designed to ensure health and safety
- Participate in training programmes as requested
- Report unsafe/unhealthy conditions (hazards) in their work environment
- Report incidents or near misses which have or could have caused injury, and
- Become familiar with and follow the policies, procedures and information about WHS available to staff on Complispace

### **PORs (Persons of Responsibility) and Managers are required to:**

- Ensure staff are aware of and follow WHS policy and procedures described on Complispace
- Participate in training designed to support their responsibilities
- Ensure staff in their faculty/department attend training and induction designed to inform and protect them about risks associated with their work
- Encourage the formal reporting of hazards and incidents arising in the workplace
- Inform School Leadership about hazards or issues which do or could affect health and safety and over which they cannot exercise control
- Respond appropriately to staff reporting work related psychosocial issues which have the potential to affect health; eg. conflict between staff, bullying, harassment, and violence
- Participate in workplace inspections, incident investigations and other WHS activities on request

### **BEHAVIOURAL EXPECTATIONS AND FAIR TREATMENT IN THE WORKPLACE**

- Comply with the Code of Conduct for Staff Employed in Catholic Education SA
- Comply with legislation, policies, procedures and protocols regarding the non-acceptance of any unfair workplace treatment – Discrimination, Harassment and/or Bullying
- Report any concerns and/or ask questions or seek assistance regarding anything you are unsure about

### **PERFORMANCE REVIEW**

- All employees are required to proactively participate in the College's Performance Development Program including periodic review

### **ACQUIRE AND MAINTAIN**

- Teachers Registration
- Police clearance to work in Catholic Education SA
- Approved Mandatory Notification training
- BELS First Aid Certificate
- Relevant certifications, accreditation, or registrations required for the safe and effective execution of the role
- Be aware of and comply with police check and screening procedures for employees, volunteers and contractors

### 3. GENERAL

The Director of Marist Mission will report to the Deputy Principal / Principal via the Head of Marcellin Campus on a regular basis to ensure that the areas for which they are responsible are congruent with changing demands, on a state and national level and in harmony with contemporary developments, in student wellbeing and pastoral care.

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#### CONDITIONS OF EMPLOYMENT

The term of appointment for the position is four (4) years. The salary and conditions entitlement is consistent with that of the current South Australian Catholic Schools Enterprise Agreement. Director of Marist Mission is a Position of Responsibility (POR 4) and includes a release of three (3) teaching lines and Homeroom.

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**REPORTING/WORKING RELATIONSHIP** (to whom you report, staff for whom you are responsible and other significant connections and working relationships within the school)

Immediately responsible to:	Head of Marcellin Campus
Line management from:	Deputy Principal / Principal

The College Principal is responsible for general employment conditions.

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**REFERENCES:** Institute of Marist Brothers (1998). *In the Footsteps of Marcellin Champagnat: a vision for Marist education today*. Institute of the Marist Brothers of the Schools; Sydney, Australia.