



Melbourne Archdiocese
Catholic Schools

De La Salle College

Director Faith & Mission

POSITION DESCRIPTION



DE LA SALLE
COLLEGE – MALVERN

Title	Director Faith and Mission
Position of Leadership	POL 5
Time Allowance	24 periods per fortnight
Commencement	January 2026
Tenure	Three years

De La Salle College Malvern is actively committed to fostering a community of safeguarding that recognises and upholds the dignity and rights of all children.

De La Salle College Malvern is an equal opportunity employer.

“To make your zeal useful to others, you first must exercise it in regards to you and your community.” (Med 81.3)

General description

The Director Faith and Mission at De La Salle College is responsible for implementing the Lasallian College philosophy and modelling and supporting the goals of the College Mission – Education, Spirituality, Community and Justice. The Director Faith and Mission is expected to support the vision and goals of the College as a learning community and to commit to their ongoing professional development. The Director Faith and Mission is to provide a vision for and leadership of the College as a faith learning community founded on the Gospels and Lasallian Charism.

The Director Faith and Mission is expected to work closely with the Principal, Deputy Principal: Staff and Students, Deputy Principal: Learning and Innovation, Business Manager, Director of Operations and other senior and middle level leaders to facilitate the day to day running of the school.

RESPONSIBILITIES

The Director Faith and Mission is a whole College position and as such carries responsibilities across all five spheres identified by the School Improvement Framework.

The role requires vision, innovation and a contemporary approach to being the faith animator for the College. The incumbent must be able to demonstrate a creative and relevant approach to program design and delivery, to reflect and express our Catholic identity and Lasallian charism.

Education in Faith

- To embed the Lasallian tradition of educating the whole person through the curriculum and the range of activities which make up College life;
- To actively promotes discussion and understanding of the charism of the Lasallian Institute with all members of the College community;
- To lead and support the religious and spiritual life of the College and to model the ethos of a Catholic Lasallian school;
- To lead, develop and implement opportunities for reflection, prayer and liturgical celebration within the College Community and promote and inform the wider community on the religious dimension of the College;
- To take responsibility for the organisation of all Retreats, Lasallian Service programs, Social Justice initiatives and all College liturgical events;
- To coordinate and organise the annual Staff Formation Days;
- To prepare and oversee the Budget for all Ministry;

Liturgy

- To lead the prayer and liturgical life of the College in conjunction with the Principal, Deputy Principal - Staff and Students and Heads of Schools:
 - Year 7 Induction and Commissioning Mass
 - Founder's Day Mass
 - Social Justice Mass
 - Valedictory Mass
 - End of Year Mass(es)
 - Other liturgical celebrations (i.e. Ash Wednesday, Easter Liturgy, Remembrance Day etc);
- To liaise effectively with the Archdiocese of Melbourne and the feeder Parish Priests;
- To raise awareness within the school community of the Church's significant liturgical seasons and feasts;
- To lead and coordinate prayer for staff meetings and other staff gatherings;
- To promote and oversee the provision of prayer as the beginning of all College gatherings and meetings.

Staff Formation

- To work collaboratively with the Lasallian Mission Council, Lasallian Mission Services and the Lasallian Youth Ministry Team in support of Staff Formation activities;
- To coordinate and organise the annual Staff Formation Days with support from the Executive and Ministry Teams;
- To organise and promote Accreditation opportunities for staff consistent with guidelines from the CECV.VCEA.

Social Justice Initiatives

- To coordinate and oversee on a yearly and term by term basis, whole College social justice initiatives:
 - St Vincent de Paul "Winter Warmers Drive" (Term 2)
 - Charitable Donations Food Drive (Non-perishable food and toiletries -Term 3)
 - The Christmas Giving Tree
 - End of Year Christmas Hampers;
 - Lasallian Projects and fundraisers (including Mission Action Day)
 - National Sorry Day, Reconciliation and Naidoc Week
 - To support, when and where applicable, any other charitable events that meet the Catholic Archdiocese of Melbourne Social Justice Guidelines for Action and Fundraising in Schools and Parishes
- To support, work and meet regularly with Year Level Coordinators and House Leaders to ensure term by term House charity advocacy and/or fundraising is taking place which is underpinned by Catholic Social Teaching and ensure the explicit promotion of our responsibilities as a Christian and Lasallian community;
- Demonstrate a commitment to advocacy and to working with and alongside indigenous Australians;
- Explore options for developing Ministry Options for students across Years 10 and 11;
- Organise and oversee the annual Year 12 Overseas Immersion;
- Support the Year 9 Learning and Wellbeing Leader in the development and implementation of Lasallian Service initiatives;
- Liaise with the Lasallian Mission Council to support and promote the Lasallian Volunteers Program and to ensure any other Lasallian Foundation social justice programs and initiatives are supported within the College;
- To support the Lasallian Captains and House Captains as they work for social justice within their portfolios;
- To promote awareness of social justice issues and develop links/ways of working for social justice in the broader community and with local parishes in the way of our Lasallian charism;
- Manage records of student involvement in Social Justice and Fundraising initiatives;
- Inform and animate De La Salle staff and students and the wider community regarding service and solidarity with those on the margins;
- To create opportunities to further develop student and staff understanding of;
 - The imperative of our faith tradition to act for social justice;
 - The Catholic and Lasallian view of social justice as a three-pronged approach: prayer, awareness raising and action through advocacy, fundraising, community events and immersion programs.

Mission Action Day

To organise and coordinate all aspects of the Mission Action Day (MAD) fundraising program.

More specifically:

- Work collaboratively with the Mission Action Day Committee of staff and students to plan and organise MAD activities before during and after the event;
- Work collaboratively with the College Marketing Department, House and Year Level Coordinators in developing engaging and appropriate MAD activities for different groups within the College;
- Conduct and chair meetings of the MAD Committee;
- Provide agenda and minutes for Committee meetings;
- Liaise with the Director of Operations, the Human Resources Manager and other key stakeholders regarding calendar, activities and staffing requirements;

- In conjunction with the Development Office communicate and promote MAD activities through the Daily Notices Duce and social media.
- Work with Finance and IT Departments to organise systems for money collection and record keeping. Liaise with Class and House Mentors as required;
- Maintain expenditure records related to MAD activities;
- Provide advice to the Principal in relation to the distribution of MAD money collected;
- Prepare a Report at the end of the MAD program.

Learning and Teaching

The Director Faith and Mission is responsible for the Religious Education Learning Area, supporting subject teachers, fostering excellence in teaching, professionalism of practice and a spirit of cooperation and collegiality within the Learning Area.

The duties include:

- To oversee and support the development of the Religious Education Curriculum from Years 7 to 12 (including VCE VM);
- To ensure that the Religious Education programs are developed in accordance with Guidelines and Policies of the Archdiocese of Melbourne, Diocesan frameworks and texts for Religious Education 'To Know, Worship and Love';
- Overseeing, developing and implementing the Year 12 Seminar Program and associated Ministry options where appropriate/possible
- Implementation of the Year 7 to 11 Reflection
- To attend regular Melbourne Archdiocese Catholic Schools network meetings;
- To chair Learning Area Team meetings, as per the published meeting schedule, with appropriate agenda and minutes;
- To work in consultation with the Curriculum and Pedagogy Leader in the development of Learning Area Strategic Plans;
- To exercise supportive and positive educational leadership through provision of support for teachers within the RE Learning Area, assisting with supervision of student teachers and working with teachers new to the Learning Area;
- To work in collaboration with subject teachers to develop assessment and reporting instruments appropriate to the needs of students and within the policy guidelines of the College;
- To oversee the development and maintenance of student eResources related to Learning and Teaching programs within the Learning Area;
- To compile teacher recommendations for student academic awards;
- To purchase, maintain and develop resources for the Learning Area, liaising with the Business Manager and Library Team Leader where necessary;
- To prepare and monitor the Learning Area budget;
- To actively participate, as appropriate, in Curriculum Standing Committee and other College meetings;
- To contribute to student transition activities such as student assemblies and parent information nights;
- The Director Faith and Mission assumes control and direction of the RE curriculum and assessment, with broad school-wide supporting advice from the Curriculum and Pedagogy Leader Ensuring the Religious Education programs at all year levels are educationally rigorous, clearly documented and cover all essential learning of Religious Education in a Catholic, Lasallian school;
- To encourage and support Religious Education staff to advance their professional understanding of Theology, Religious Education, the Catholic Faith, the Lasallian Mission and their personal faith;

Student Wellbeing

- To ensure all students have access to success and assist them in becoming confident and creative individuals and active and informed citizens (Melbourne Declaration on Educational Goals for Young Australians, Dec 2008);
- To raise student awareness of wider Church activities, Social Justice and ministries, particularly related to the local parishes;
- To support the work of the Directors of School, Year Level and House Coordinators with student progression, as / if required
- To provide opportunities for student prayer, meditation, and reflection;
- To assist with the selection of the College Captains and Lasallian Captains;
- To work with and encourage the Lasallian Captains and Vice-Captain in their roles.

Leadership

- Promote the Catholic ethos and Lasallian Charism in the life of the College community;
- To lead a strategic and contemporary approach to enhancing Catholic identity and Religious Education in the College
- Evaluate Archdiocesan policies related to Faith, Mission, Lasallian formation, Religious Education and Lasallian charism, and where appropriate, advise the Principal and Executive Team of implementation processes and/or issues

- and concerns regarding implementation and communicate of these effectively to teachers;
- To engage in professional learning re: leadership, coaching, mentoring
- Work in an honest, open, flexible, creative manner that contributes positively to the operations of the Executive Team;
- To work in cooperation with the Deputy Principal: Learning and Innovation in the development of the College's Professional Learning programs;
- To assist the Deputy Principal: Staff & Students to support staff as appropriate/required
- To advise and mentor middle leaders and other staff as required
- To contribute effectively to policy and procedures development related to Faith, Mission, Lasallian formation and Religious Education;
- To work in cooperation with the Principal, Deputy Principal: Staff and Students and HR Manager on recruitment, providing recommendations on required staffing, shortlisting, interviewing, reference checks and selection;
- To represent the College in forums external to the College;
- To prepare and oversee the Budget for the area;
- To be a central figure in providing pastoral support to staff, students and parents in need in our community;
- Support the Induction Program for new staff
- To assist Directors of School, Year Level Coordinators and House Coordinators in developing team capacity and teacher efficacy;
- To assist in the implementation of the College's Strategic Plan and annual SIP action plans and lead the Education in Faith Sphere's documentation.

School Community

- To build strong connections with the greater Lasallian community, locally and globally;
- Be the College contact person for visits by Brothers, lay people associated with Lasallian mission, organising meetings with staff and students;
- Foster networks and links with other Lasallian schools;
- To work closely and collaboratively with the Lasallian District of ANZPPNG and its delegated authorities to build a sense of connection between the De La Salle Community and the broader Lasallian world;
- To build strong connections with key feeder parishes;
- To assist the College in the enrolment and interviewing of new students and their families;
- To regularly contribute to The Duce Newsletter;

Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns.

Occupational Health and Safety

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

Staff are advised that they are to:

- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- Report hazards, accidents or incidents (near misses) in accordance with agreed college procedures;
- Follow established safe working procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the act;
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- Not willfully place at risk the health and safety of any other person in the workforce.

The complete Occupational Health and Safety College Policy may be viewed through accessing the College Policies on the

Learning Management Platform (OLLIE).

The Position

The Director Faith & Mission is a POL 5 position and is allocated 24 periods per cycle to meet the requirements of their role consistent with Consultative Committee recommendations. Some variation in the specified responsibilities may take place from year to year.

The role requires demonstration of:

- High organisational awareness;
- High level leadership of staff and students;
- Highly developed organisational skills;
- A mastery of individual subject teaching;
- A competence in the use of ICT and platforms used by the College;
- Excellent communication, administrative and organisational skills.

OTHER

Perform any other duties as requested by the Principal and/or Deputy Principal Staff & Students.

The position is employed in accordance with the terms and conditions of the Victorian Catholic Education Multi Enterprise Agreement 2022.

This Role Description may be subject to change during the term of your appointment as part of a normal process of ongoing evaluation of the College's operations.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications.

All employees at De La Salle College are to follow College policies and procedures.

Criteria

The successful applicant will be able to demonstrate:

1. A commitment to Catholic and Lasallian ethos and educational values,
2. An outstanding record of excellent leadership, management and administrative skills in a Catholic educational setting.
3. A commitment to the College's Child Safety and Wellbeing Policy upholding the school's statement of commitment to child safety at all times;
4. Proven success as a teacher of Religious Education and educational leader, preferably at Executive level;
5. Appropriate postgraduate qualifications and educational experience;
6. A deep commitment to Catholic, Lasallian education;
7. Highly effective interpersonal and written communication, administrative and organisational skills;
8. An excellent grasp of current educational and operational thought and practice;
9. A commitment to the faith development, education and pastoral wellbeing of all staff and students;
10. Demonstrated excellence in the use of ICT in an educational setting;
11. An ability to work productively with fellow teachers and support staff in a collaborative decision-making structure;
12. A commitment to ongoing personal professional development.

EXPERIENCE AND QUALIFICATIONS

It is preferred that the successful applicant will have the following experience and qualifications:

1. Relevant tertiary qualifications in education including a Master's Degree (preferable);
2. Experience in relevant educational leadership.
3. Accreditation to Teach Religious Education
4. Current VIT Registration.
5. 3 Referees including Parish Priest