



## Deputy Principal – Faith and Mission

### CROSS-CAMPUS

St Bede's College is a Catholic school in the Lasallian spirit and tradition. The College is a faith community committed to social justice, especially to those who are *"the lost, the least and the last"*. Our motto is *Per Vias Rectas* (By Right Paths).

This role description is written in light of the Mission and Vision Statements of the College. Our Community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. The College seeks to assist our students to take their place in society, alive with the wisdom of the gospel.

### Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the VCEA to teach in a Catholic school.

Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

### St Bede's College is a Child Safe School

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

# Overview

## Deputy Principal – Faith and Mission

The Deputy Principal – Faith and Mission is a member of the Leadership Team of St Bede's College and exercises a professional relationship of support and loyalty to the leadership of the Principal and contributes in a way which shapes and implements the vision of the College that reflects our Catholic and Lasallian traditions.

The Deputy Principal – Faith and Mission has the responsibility for providing a vision for realising the College's Mission, values and strategic intent in all areas relating to our Catholic identity, our Community and Mission through Service. The role is responsible for the efficient and effective management, ongoing development, sustainability, strategic change and innovation in the portfolio area Faith and Mission, as well as the delivery of a high level of support to students, staff and our wider community.

Within this role, relationships with key stakeholders, including students, families, staff members, Lasallian networks, Board and the external community, are managed in a professional and timely manner.

## Key Responsibilities

### Child Safety

- Demonstrate a clear understanding of the Victorian Child Safe Standards, Ministerial Order 1359, the National Principles for Child Safe Organisations (National Principles) and the National Catholic Safeguarding Standards.
- Promote a healthy and positive learning environment providing students with a Child Safe environment including a zero-tolerance attitude toward child abuse.
- Advocate for and promote consistent standards of child safety across the College.

### Faith and Mission

- Strategic oversight of leadership within the sphere of Faith, Service and Community, actively ensuring professional growth as a priority in the areas of affirmative relationships with students, staff and our community; and actively integrating wellbeing into our teaching and learning to improve learning outcomes.
- Engaging positively with parents, staff, students with all contributions being valued and recognised, thus enhancing our Lasallian tradition and ethos of contemporary theology. The Guiding Principles of the College are at the core of our community engagement, providing support and connection in the wider Lasallian family.

### Liturgies and Prayer

- Lead and develop opportunities for prayer, reflection and liturgical celebration via:
  - Whole College Masses, including, but not limited to, College Opening Mass Holy Week and Christmas.
  - Year Level and House Prayer Assemblies
  - RE Class Masses/House RE Masses
  - Stations of the Cross
  - Prayer (both campuses - opt in and compulsory)
  - Chapel, maintenance and liturgical updating.

## **Service (Mission)**

- Mission Action Day (Committee Chair)
- Immersion Programs – Years 10,11,12
- Youth Ministry
- Ecological Ministry
- Identify opportunities to integrate digital solutions into various business functions.

## **Community**

- Build strong connections within and beyond St Bede's College
- St Bede's College Community – across campus
- Brothers' Communities
- Lasallian Networks (local, national, global) LMC, LMS, Youth Ministry, other networks (CIL, Buttimer, ANZPPNG, PARC Networks)
- Auxiliary Bishop and College Chaplains
- Southern Region Faith and RE Leaders networks
- MACs Faith and Mission / RE Teams
- Archdiocese of Melbourne – Evangelisation Team
- Not for Profit Community Networks – St Vincent de Paul Society, Catholic Mission, Caritas

## **Teaching and Learning**

- Religious Education Curriculum (Years 7-12) – Faculty Accreditation, Gaining and Maintaining Accreditation to Teach in a Catholic School - all teaching staff
- Social Justice Education/Global Citizenship
- The Rite Journey (Year 9)
- The Road Ahead (Year 7 and Year 12)
- Formation with Board

## **Budgeting and Resource Allocation**

- Develop and manage budgets for relevant programs such as outreach programs, retreats and Mission Action Day.
- Allocate resources effectively, track expenditures, and optimize costs while ensuring value delivery across this portfolio.

## **Data Analysis and Data-Informed Decision-Making**

- Utilise data-driven insights to inform strategic decision-making and improve educational outcomes.
- Specifically analyse data such as ECSI survey data, attendance at events such as Retreats, Masses, Outreach Programs, Mission Action Day participation and outcomes.

## **Strategic Leadership**

- Work in collaboration with the Leadership Team to maintain the strategic planning process towards continuous improvement and be responsible for strategic contributions in relation to the Faith and Mission role.
- Specifically, develop a strategic plan for Faith and Mission that aligns with the College's Strategic Plan, goals, objectives, and business requirements.

## **Leadership and Team Management**

- Provide leadership, direction, and mentorship to Faith and Mission / Religious Education staff. Foster a culture of collaboration, innovation, continuous learning, and customer service excellence within the portfolio.
- Manage professional learning requirements/accreditations for staff to ensure professional alignment with the College portfolio and strive to reduce external support costs.

## **Professional Development and Continuous Improvement**

- Stay abreast of best practices, research findings, and industry trends in education, leadership, and strategic management.
- Engage in professional development activities, conferences, and networking opportunities to enhance knowledge and skills relevant to the role.
- Foster a culture of collaboration, innovation, continuous learning and improvement, within the teams of the Faith and Mission portfolio.

## **Policy, Risk Management, Compliance and Reporting**

- Be responsible for the development, application and review of policies, processes and procedures relating to the College Faith and Mission portfolio.
- Within the College Risk Management Framework, be responsible for identifying, assessing, monitoring and reporting risk associated with this portfolio.
- Ensure continuous improvement in these areas.

## **College Events and Activities**

- Represent the College at Faith, Service and Community Events, including MAD day, Masses, Assemblies and Community Outreach to raise their profile and keep the College Community groups engaged and socially aware/connected.

## **Knowledge, Experience and Skills**

- A firm belief in and commitment to the Mission and Vision of the College and an ability to articulate and promote these.
- A clear focus on offering a contemporary 'Faith and Service' framework for teaching and learning and the wellbeing of students.
- Strive to define what it means to live and lead by Lasallian values within a modern world.
- Introduce a diversity of delivery methods that demonstrate faith in action for our students, staff and Community members.
- Possess a deep understanding of the Lasallian Religious Education, Catholic identity, curriculum, spirituality and implement through staff professional learning, mentoring, accreditation, retreats etc.

- Research and deliver and lead, as appropriate - immersion programs, Community Service programs, Mission Action Day and fundraising, ecological conversion, Aboriginal and Torres Strait Islander connections and Lasallian Charism community connections.
- Demonstrate strong leadership skills in managing Religious Education staff teams, projects, and resources effectively.
- Excellent communication and relationship-building skills.

## **Qualifications**

- Appropriate qualifications and/or experience/accreditation in Theology/Religious Education
- Accreditation to Teach Religious Education or Lead in a Catholic School
- Current VIT Registration

## **Details of Position**

This role requires the incumbent to work across both campuses, ensuring that there are strong lines of communication with relevant contact people. It requires the Deputy Principal – Faith and Mission to be available outside “normal” school hours (8:30am – 4:30pm) to attend and manage meetings, activities, events and other co-curricular programs.

Reporting to the Principal, the position is offered as a full-time role, primarily based at the Mentone Campus, but with cross campus duties.

The position is offered on a fixed term of 5 years. Salary and conditions to be negotiated with the successful candidate.