



Position Description

Director of Faith and Mission

Sacred Heart Girls' College is a Catholic faith community enriched by the RNDM charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and nurturing our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with the school, local and global communities

About the Position

The Director of Faith and Mission provides strategic leadership for the Catholic identity, faith life and mission of the College, grounded in the charism of the RNDM Sisters. As a member of the College Leadership Team, the Director of Faith and Mission works collaboratively with staff, students, families and the wider community to ensure that the mission, values and traditions of the College are visible, authentic and embedded across all aspects of College life.

The Director of Faith and Mission is responsible for leading and coordinating the spiritual, liturgical and formation experiences of the College community, supporting the development of faith and fostering opportunities for prayer, reflection, service and connection. They promote a strong and contemporary Catholic identity that encourages active participation in the spiritual life of the College and supports the ongoing formation of students and staff.

Key Responsibilities

Faith Life, Liturgy and Formation

The Director of Faith and Mission leads and nurtures the spiritual life of the College, fostering meaningful opportunities for students, staff and families to engage in prayer, liturgy, faith formation and authentic experiences of Catholic life within the charism of the RNDM Sisters.

Responsibilities include:

- Lead the planning and delivery of liturgical celebrations, formation experiences, retreats and reflection days for students and staff.
- Provide inclusive opportunities for all members of the community to engage in the liturgical and prayer life of the College.
- Ensure the visible expression of Catholic identity through sacred symbols, prayer spaces, liturgical seasons, and feast day celebrations.
- Liaise with local parish priests to ensure meaningful and engaging liturgical celebrations.
- Work in partnership with the Learning Leader Religious Education to support and enhance the Religious Education curriculum.

- Support staff to lead prayer in staff gatherings, Homeroom and classes, including the provision of prayer resources and guidance.
- Assist staff in developing and implementing classroom liturgies and faith-based experiences.
- Support staff involvement in the student retreat program.
- Promote opportunities for ongoing staff faith formation and spiritual development, including supporting teachers to attain Accreditation to Teach/Lead in a Catholic School.

Student Leadership in Faith and Mission

The Director of Faith and Mission supports and develops student leadership opportunities connected to faith, prayer, liturgy and mission.

Responsibilities include:

- Coordinate and support student leadership groups involved in prayer, liturgy, retreats and social justice initiatives.
- Oversee the selection, formation and ongoing support of student Faith and Liturgy Leaders.
- Provide opportunities for student voice and leadership in shaping the spiritual life of the College.
- Encourage student participation and engagement in faith and mission activities across the College community.
- Support and promote student participation in the broader Church community.
- Encourage and facilitate student participation in liturgical ministries eg altar servers, Extraordinary Ministers of the Eucharist.

RNDM Charism and Mission Integration

The Director of Faith and Mission promotes and strengthens understanding of the RNDM charism and ensures it is embedded across College life, culture and learning.

Responsibilities include:

- Promote awareness and understanding of the history, mission and global work of the RNDM Sisters.
- Integrate RNDM perspectives into liturgies, celebrations, assemblies, and key events.
- Work collaboratively with Learning Leaders to embed RNDM perspectives across the curriculum and act as a resource for staff.
- Lead, develop, and review immersion programs and partnerships connected to the work of the RNDM Sisters.
- Build and maintain relationships with RNDM Sisters and associated organisations.
- Support opportunities that strengthen the College community's connection to the RNDM mission and charism.

Community Engagement and Partnerships

The Director of Faith and Mission builds strong relationships and partnerships that strengthen the Catholic identity, mission and outreach of the College community.

Responsibilities include:

- Build and maintain strong relationships with parishes, clergy, Catholic agencies and associated organisations.

- Foster opportunities for alumnae and recent graduates to engage in faith, retreat and reflection experiences.
- Represent the College at relevant Church, diocesan and community events as required.
- Support collaboration between the College and external faith-based organisations and networks.
- Promote opportunities for community participation in faith and mission initiatives.

Organisation and Administration

The Director of Faith and Mission ensures the effective administration, organisation and management of the College's faith formation and mission-related programs, resources and initiatives.

Responsibilities include:

- Maintain accurate and accessible records in accordance with College policies and procedures.
- Oversee budgets, resources and facilities associated with Faith and Mission programs and activities.
- Lead the development, review and maintenance of documentation related to the College's Catholic identity, faith formation programs and mission initiatives.
- Coordinate communication, schedules and documentation relating to Faith and Mission activities, ensuring key stakeholders are informed and engaged.
- Maintain records and associated documentation for meetings, and distribute agendas, minutes and relevant materials as required.
- Monitor and report on the implementation of strategic Faith and Mission priorities, contributing to continuous improvement and alignment with the College's Catholic vision and mission.
- Prepare and contribute content and reports for College publications, digital platforms and other communication channels.

Child Safety and Professional Responsibilities

The Director of Faith and Mission ensures all practices align with College policies, child safety requirements and professional expectations.

Responsibilities include:

- Provide students with a child-safe environment and comply with all child safety policies and procedures.
- Promote and model the mission, vision and values of the College.
- Foster a supportive and inclusive environment that promotes student wellbeing, engagement and achievement.
- Ensure all responsibilities are carried out in accordance with College policies, procedures and professional standards.
- Engage in relevant professional networks, meetings and professional learning opportunities to support ongoing professional growth and leadership development.
- Attend College formation days and professional learning activities as required.
- Attend out-of-hours College events directly related to this position of leadership, noting that this is an inherent requirement of the role and may not attract Time in Lieu.

Qualifications and Experience

The Director of Faith and Mission will have the following qualifications and experience:

- Postgraduate qualification in religious education, theology or similar, or working towards completion.
- Accreditation to Teach RE/Lead in a Catholic School or working towards accreditation.
- Experience in educational leadership at POL 3 level or above.

Variation to the Position

The principal, or delegate may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

Terms and Conditions

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

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| Reports to | Principal |
| Internal Liaisons | Leadership Team, Social Justice Coordinator, Music Performance Leader, Learning Leader Religious Education, Year Level Leaders, staff, parents/carers and students |
| External Liaisons | Parish Priests, MACS, RE networks |
| Conditions | POL Level 4 Time release: 28 x 60 minute periods per cycle |
| Appointment Time | 2027-2029 (with a mid-term appraisal) |