



ST PIUS X COLLEGE

CHATSWOOD

Assistant Principal – Mission and Identity

The Assistant Principal - Mission and Identity is a member of the College Leadership Team reporting directly to the Principal.

Role Description

The Assistant Principal - Mission and Identity is responsible for:

- promoting and giving life to the Mission and Identity of the College as a Catholic school in the Edmund Rice Tradition;
- providing strategic and organisational leadership to develop and maintain the College as a dynamic faith community;
- ensuring a robust and enlivened religious education program and faith formation opportunities for students, staff and parents;
- developing and providing College liturgy and prayer life;
- promoting and giving expression to social justice, peace, sustainability and stewardship initiatives;
- developing and nourishing collaborative and life-giving partnerships within and beyond the College including Parish life;
- leading the Mission Identity Team consisting of Religious Education Coordinator, Social Justice Coordinator and Youth Ministry Coordinator.

Major Responsibilities and Accountabilities

Religious Leadership

- witnessing to and promoting the life and values of Jesus Christ;
- understanding, being committed to and actively promoting the Catholic ethos of the College;
- providing leadership of the Charism of Blessed Edmund Rice in achieving the Mission of the College;
- supporting actively the organisational priority of Religious Education and spiritual formation of staff;
- developing, promoting and nurturing the College's Catholic Identity, its Christian life and its commitment to Gospel values;
- articulating clearly the religious dimension of the College;

- embedding the EREA identity documents including the Charter for Colleges in the Edmund Rice tradition, the Touchstones, the Formation Framework and the Educating for Justice and Peace Framework;
- promoting the Edmund Rice tradition and heritage in the daily life of the College;
- modelling Gospel values of justice, reconciliation and hope;
- ensuring that the College Vision and Mission Statement is a dynamic and living document in College life;
- encouraging social justice throughout the College;
- leading and promoting the prayer life of the College through class prayer, assembly prayer, liturgies, camps, retreats and special celebrations;
- planning and running the Year 12 Senior Retreat Program;
- providing leadership and expertise in developing engaging and inclusive liturgical experiences in the College community;
- collaborating with members of other faith traditions to promote inter faith dialogue and harmony.

Leadership of Learning

- providing leadership in teaching, learning and assessment;
- demonstrating excellence as a classroom teacher teaching significantly within the Religious Education Department;
- providing leadership in the effective and safe use of technology in teaching and learning;
- integrating the use of eLearning throughout the Mission & Identity Program and Liturgy;
- promoting the principles of effective teaching and learning
- collaborating with the Religious Education Coordinator and the Head of the Junior School in the design, implementation, evaluation and supervision of teaching/learning programs in Religious Education in harmony with diocesan guidelines, Board of Studies syllabuses and the Edmund Rice charism.
- giving practical support to the College's priority for religious literacy and personal faith development through an ongoing awareness of relevant courses on offer and the promotion of such courses to staff generally and selectively;
- facilitating opportunities for self and team participation in professional learning and reflective practice.

Strategic Leadership

- understanding the College's Strategic Plan and implementing relevant objectives;
- participating actively in bi-annual formative performance reviews involving personal reflection, annual goal setting, and discussion with the Principal throughout the period of appointment and in a summative performance review in the final year of a period of appointment;
- inputting and implementing annual goal statements;
- working with the Mission and Identity Team to establish clear goals and to develop strategies for improvement and systems to evaluate the success of these strategies;
- being actively involved in a range of meetings and committees as required, including Leadership Team meetings and running College Assemblies;

- chairing meetings of the Mission and Identity Team including supervision of agenda generation, minute taking and action follow-up ;
- collaborating with the Leadership Team in the critique and enhancement of College policies, practices and procedures; curriculum and teaching/learning programs; events and activities; structures; and publications and celebrations to accord with the Charter for Colleges in the Edmund Rice Tradition;
- involvement in the College Board's Formation and Governance Committee.

Organisational Leadership

- completing all necessary administrative tasks effectively and efficiently including establishing and maintaining suitable time lines;
- complying with the College's Workplace, Health and Safety policies and procedures;
- being accountable for Mission & Identity Team resources;
- submitting annual budgets for approval, in accordance with a definite plan for maintaining and upgrading team resources, in collaboration with the Business Manager;
- evaluating, maintaining and purchasing resources within budgetary constraints;
- coordinating the cataloguing of team resources within and beyond the College;
- organising resources to promote their appropriate utilisation;
- communicating:
 - I. internally with pupils, team staff, middle managers and Leadership Team through formal and informal means
 - II. externally with parents, professional associations and church and religious authorities as appropriate;

Relational Leadership

- promoting the value of pupil self-esteem;
- being committed to the education of boys;
- promoting an environment in which all pupils are challenged to realise their full potential;
- nurturing a climate of care and hospitality for all members of and visitors to the College;
- coordinating advocacy, awareness and fund-raising activities for the College Lenten appeal;
- collaborating with Indigenous Australians to raise awareness of indigenous culture and spirituality and to address issues of equity and justice;
- engaging with the clergy and pastoral associates, particularly the priests of the parishes to which the students belong, to encourage involvement in and identification with the life of the College;
- identifying, utilising and developing the skills of staff with an ability and interest in spiritual input in camps, reflection days and retreats;
- researching and making recommendations about the utilisation of external personnel to support the reflection and retreat program;
- developing and implementing ongoing opportunities for building links with the wider College and Church community through association with the Old Boys, the Parents and Friends Association, the College Board, Regional and National EREA, the Christian Brother, the Parish and the Diocese of Broken Bay;

- maintaining and enhancing team morale;
- working as a member of the Leadership Team within the wider College community;
- assisting parents to be more fully informed about the education of their sons;
- contributing articles regularly to the weekly College newsletter, Woodchatta;
- seeking opportunities to promote the College wider community;
- providing leadership development opportunities and goal setting with members of the Mission & Identity Team.

Other duties as assigned from time to time by the Principal

Reviewed: October 2018