



FCJ College
DIRECTOR OF CATHOLIC IDENTITY
2020 – 2022
POL 4 with 12 Periods

COMMITMENT TO CHILD SAFETY

All students enrolled, and any child visiting FCJ College, have a right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

COMMITMENT TO LEADERSHIP PHILOSOPHY

By accepting a leadership position at FCJ College, you are committing to our leadership philosophy:

To forge a culture of shared leadership where the students are the priority. Through committing to the most effective:

- *Culture for students*
- *Team/s for students*
- *Leadership for students*

THE POSITION

The Director of Catholic Identity is a senior leadership position at the College. The Director of Catholic Identity is responsible for overseeing the Catholic Identity (CI) of the College and the delivery of a meaningful, relevant and engaging Religious Education curriculum. This includes activities that promote Catholic Identity, Youth Ministry and the FCJ charism within and beyond the classroom. The Director of Catholic Identity plays a significant role in communication and co-operation between the College, Parishes and priests.

The Director of Catholic Identity is part of the Executive team and is responsible to the Principal through the Deputy Principal. If there are issues or concerns, these should be directed in the first instance to the Deputy Principal. Together with other members of the College Executive, the Director of Catholic Identity is responsible for implementing the College Strategic Plan and ensuring that the delivery of the Wellbeing programs, is consistent with the mission and ethos of FCJ College.

As a Leader at FCJ College; the Director of Catholic Identity will:

- support and promote the Catholic ethos of the College.
- publicly support the Leadership of the College.
- work in an honest, positive, creative and flexible manner.
- identify the strengths of individuals in their team and work in collaboration where students are the priority.
- willingly seek feedback on performance and drive professional growth opportunities through self and peer coaching.
- actively promote collective efficacy through a shared commitment to the improvement of practice and an openness to feedback.

As a Member the College Executive Team; the Director of Catholic Identity will:

- promote the mission and Catholic ethos of FCJ College.
- publicly support the leadership of the College at all times.
- work in an honest, open, creative and flexible manner that contributes positively to the effectiveness of the College Executive in a way that honours the confidential discussions that occurs in this space.

- provide opportunities for staff consultation into the College Executive considerations and provide appropriate and regular feedback to relevant stakeholders.
- represent the College in external forums and formal functions.
- model a leadership style and approach which reflects and supports the vision of leadership articulated by the Principal.
- ensure that all aspects of College life are permeated by the spirit of the Gospel.
- deputise for the Principal as required.

Director of Catholic Identity– Responsibilities:

The Director of Catholic Identity has major responsibilities in the areas of:

- Faith and Liturgy
- The Religious Education curriculum (as Learning Coach of Religious Education)
- Formation of the Youth Ministry Team
- Professional Learning that covers off on accreditation to teach in a Catholic school
- College Management – through attending the Executive and College Management Team meeting and consulting stakeholders upon matters related to Catholic Identity.

Faith and Liturgy - Responsibilities:

- To inspire students and staff with a passion for liturgy and development of faith and action.
- To be a link between staff and the Deputy Principal / Principal.
- To ensure that the liturgy and faith development program is of the highest standard and caters for the needs of the full range of students.
- To ensure staff develop and maintain a commitment to the faith development of the students through liturgical expression and community action.
- To prepare celebrations of Eucharist at all levels – staff, class, year level, school, as part of the BRCE group.
- To distribute resources (including mail) to staff.
- To assemble a bank of prayers and reflections to be used by staff and students.
- To ensure that prayer is accessible, regular and appropriate for staff and students.
- To facilitate full, conscious and active participation within the liturgical program.
- To work with music staff to build the liturgical music capabilities of singers and musicians.
- To liaise with priests in regard to Eucharistic celebrations.
- To develop links with the Yorta Yorta and Pangerang people through liturgy and school events and the FIRE Carriers program.
- To work with and develop the Youth Ministry team.
- To work with the Social Justice and Environment Captains to develop programmes and increase awareness.
- To support the community service program of the College.
- To take responsibility for the Chapel.
- To facilitate, with the Learning Leaders, the development, planning and evaluation of Retreats and Reflection Days across the College.

As Learning Coach of Religious Education – Responsibilities:

- To be an active member of the Learning Coaches Team.
- Lead and manage teachers of Religious Education across the school.
- Lead the implementation of an innovative curriculum that integrates the values of the Gospel and allows students the opportunity to experience a broad, challenging and stimulating curriculum that caters for individual needs across the full range of student abilities at Years 7 to 12 (including VCE, VET and VCAL).
- The development of curriculum in RE and CEPD in each of the year levels in conjunction with other RE teachers, including assessment and reporting.
- To monitor each student’s academic, emotional and social progress through actioning the commitments in the leadership philosophy.
- To develop an Annual Action Plan for the Learning Area in line with the College’s AAP.
- To commit to an ongoing review of the AAP across the year with PLT and Director of L & T.

- Use data and the latest contemporary educational research to inform our practice and improve student outcomes.
- Facilitate professional learning support to Religious Education teachers.
- To ensure assessment, feedback and reporting through SIMON are completed in line with the College's guidelines.
- To ensure the Literacy program is effectively implemented in the RE curriculum / Learning Area.
- To attend and prepare (e.g. update handbooks) for information nights and be available for parents to discuss pathways for Area of Study.
- To ensure compliance with the OH&S standards within your Department.

Specific Duties:

- Oversee 7-12 Religious Education within the PLT.
- Provide opportunities for staff to achieve the required accreditation to teach in a Catholic School as well as Accreditation to teach Religious Education (RE); and to document such opportunities on an annual basis.
- Promote the ongoing professional development of teachers in Theology, Scripture and RE.
- Facilitates prayer as a regular experience of the school community.
- Ensuring agendas are sent out prior to the RE PLT meeting, minutes are taken and available on SIMON.
- Collaborate with Learning Leaders Team and Learning Coaches Team staff to foster the liturgical and spiritual life of the school through liturgies, Masses, retreats, seminar days and RE excursions at specific year levels and / or for specific groups.
- Identify Social Justice issues and support the Social Justice Group. Facilitates Caritas Fundraising and support fundraising for the FCJ Missions. Ensures that the Diocesan and FCJ Policy and guidelines for fundraising in Catholic Schools are followed.
- To ensure current and prospective parents and partner schools within the Benalla Regional Catholic Education (BRCE) are kept informed of Catholic Identity initiatives.
- To work with the Executive Team and Learning Leaders in the preparation and continual update of Catholic Identity initiatives and curriculum offerings within the Annual Report, prospectus and pathways booklets.
- To work closely with the Learning Diversity Leader.
- To work with and support initiatives by the Literacy Hub Leader.
- To prepare booklists with the Literacy Hub Leader.
- To assist in the preparation of Catholic Identity and Religious Education budgets.
- To represent the College at appropriate educational and curriculum forums.
- Any other duties as directed by the College Principal from time to time.