



Director of Education in Faith

Emmaus College is a proudly co-educational Catholic secondary college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoyn College, a Marist Sisters' school for girls (1966 – 1979). The College operates over two campuses in Vermont South and Burwood, the latter hosting a designated Year 9 program Y9@E. All staff at Emmaus may be required to work at either or both campuses.

Our school charism and motto 'To Know Christ' comes from the story of the Walk to Emmaus found in Luke's Gospel. At Emmaus College, students are encouraged to live by the core values of faith, knowledge, and service and to achieve their best academically. Emmaus aims to promote and enhance student wellbeing, to ensure that the students can acquire the skills necessary for 21st century learning and to bring students to a knowledge and love of God.

Child Safety and Other Legal Responsibilities

Consistent with our mission as a Catholic school Emmaus College is committed to the creation and maintenance of a child safe school environment. The care, safety and welfare of students are embedded in policies and procedures which ensure a commitment to zero tolerance of child abuse. All actions, and programs will maintain high ethical standards and work in accord with child safety standards and child protection reporting guidelines.

All employees have a shared legal responsibility to provide a child safe environment and contribute to a safe working environment for staff in their area. Emmaus College is an equal opportunity employer.

This Duty Statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal, in response to the changing needs of the School, and the development of skills and knowledge. Any additional responsibilities may be requested by the Principal through consultation and mutual agreement.

Leadership Team

As a member of the Leadership Team, the Director of Education in Faith is involved in whole school strategic planning and is expected to share in day-to-day school administration and decision making. In this regard s/he:

- is expected to support the Catholic ethos of the school
 - reflects upon and nurtures the aims and philosophy of the school in the course of his/her work
 - provides strategic leadership and management in the performance of his/her duties
 - assists in the development of the school's strategic planning
 - identifies needs, initiates change and facilitates innovation in areas pertaining to learning and teaching and academic results
 - enthuses staff, students, and parents by fostering quality relationships and community development
 - uses consultative and collaborative approaches to provide opportunities for staff contribution to the growth of the school as a learning community
 - assists the Principal, as requested, in interviewing and appointing staff to both internal positions and those positions which are advertised externally
 - acts as the Principal's nominee in the Annual Review Meeting process, when requested
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- provides effective role modelling to the staff using appropriate conflict resolution and negotiation skills
- promotes and fosters the effectiveness of the Leadership Team
- maintains confidentiality and supports the Principal, and other members of the Leadership Team
- maintains professional competence and current knowledge in educational trends
- maintains a relationship-centred approach to all aspects of their work
- attends Leadership Team meetings each week
- attends staff meetings
- attends significant functions on the calendar as directed by the Principal
- be available for overseas tours, camps, retreats, and holiday periods as required

Role Description

The Director of Education in Faith is appointed by the Principal for a term of three years and is a member of the Emmaus College Leadership Team. S/he plays a key role in bringing the distinctly Emmaus charism to all aspects of school life, fostering a rich faith environment which extends beyond the classroom curriculum.

Emmaus College strives to be a school where our Catholic heritage is articulated and modelled. The Director of Education in Faith requires a strong Christian faith and a commitment to social justice whilst at the same time remaining receptive to different cultures and faiths as a means of enhancing dialogue and encouraging the personal formation of all students and staff.

Working collaboratively with the Leadership Team, the Director of Education in Faith assists in developing and executing the goals of College, with oversight of matters regarding Education in Faith. This includes maintaining a focus on the liturgical life of the school, and the implementation of the Social Justice Program, both of which aim to continue a school culture that respects and values all members of the school community while promoting wider Catholic mission, values and traditions.

The Director of Education in Faith has specific responsibilities in the following areas

School Improvement including

- seeking meaningful and relevant engagement of students, staff, and parents in their faith journey
- working proactively to facilitate the achievement of Education in Faith Goals

Social Justice including:

- providing opportunities for student involvement and leadership in appropriate and wide-ranging social justice activities at all Year Levels
- developing processes for student led fund-raising and awareness raising activities
- promoting opportunities for staff and parents to engage and involve themselves in social justice activities, lectures, and events
- building links with other social justice community agencies, such as St Vincent de Paul, where appropriate
- advertising and promoting social justice activities via reports in the College Newsletter, daily bulletins and College Annual
- enhancing Emmaus' commitment to Reconciliation by building awareness and recognition of indigenous issues and seeking partnership with Indigenous Australians wherever possible

Faith Leadership and Development including:

- assisting the Principal in ensuring that a clear vision of the Catholic school as an integral part of the Church's mission, is demonstrated at Emmaus College
- providing a range of opportunities for all members of the College community to reflect upon and extend their faith journey
- clearly articulating the College position on the place of faith development within the religious education program and actively encouraging discussion around this issue
- responsibility for the spiritual life and faith formation development of the entire College community
- responsibility for liturgical leadership, promoting prayer life and developing the liturgical life of the College in conjunction with the College Chaplain and Student Liturgy Captains and leaders
- preparing a Liturgy Budget and purchasing necessary liturgical items and resources
- preparing the annual calendar of liturgical events in consultation with the Leadership Team
- planning for and co-ordinating all wider school community liturgies and celebrations, including but not limited to, Friday Morning Mass, Graduation liturgies, Opening and End of Year masses
- planning for and co-ordinating whole school, staff, and House liturgies (in consultation with the relevant House Leaders)
- planning for and co-ordinating occasional liturgies as requested
- calling together staff and students to prepare and organise liturgies
- arranging for suitable priests to celebrate Mass, in consultation with the Principal
- attending all major school liturgical celebrations
- working closely with the Director of Music to ensure that the musical involvement in liturgy is vibrant and that the music selected and prepared is appropriate to the occasion
- liaising with the Physical Resources Team and Library staff regarding logistical and audio-visual requirements for large scale liturgies
- providing an appropriate liturgical response to any traumatic event in the school or wider community
- developing and overseeing the Retreat Program (students and staff) throughout the College
- liaising with visiting priests and other religious
- assisting and advising staff on prayer and liturgical matters, as requested
- providing training and encouragement to students to enable them to participate confidently in liturgies, and wherever possible assume particular roles in liturgical celebrations
- meeting with student liturgy leaders to discuss ideas for major liturgies and to allocate responsibilities to them accordingly
- overseeing the preparation of a Daily Prayer to be published in the Daily Bulletin each day
- overseeing the preparation of a prayer for meetings as requested
- reviewing and evaluating liturgical celebrations in consultation with staff, and where appropriate with students, and considering recommendations for improvement

Management of Resources including:

- overseeing the use of the Chapel, ensuring that at all times it is maintained as a sacred space
- arranging for repairs of equipment and furniture in the Chapel as required
- ensuring the formulation and implementation of the faculty's capital and recurrent budgets and monitor their implementation

Community Engagement including:

- assisting to ensure that support is available to students and their families in times of need
- collaborating with other school leaders to continue to develop a school culture that is in harmony with Catholic tradition, and the Emmaus Charism
- selecting a theme for each school year i.e. "To Know Christ through..."
- developing policies, structures, and procedures that realise the goals of the College's Vision and Educational Philosophy
- developing ongoing staff, parent and student formation programs in the Emmaus and Catholic tradition
- helping to foster a sense of partnership and shared mission and understanding amongst school staff
- promoting the mission of the school and the wider Emmaus community through the College Newsletter and other forums

Religious Education Leadership including:

- acting with the LAL – Religious Education, as a leading teacher in the ongoing development, implementation and evaluation of existing courses, existing and innovative teaching practices, in response to student needs and current educational practices
- supporting the LAL – Religious Education, and the Learning and Teaching Team, in ensuring that the religious dimension of the College's mission is appropriately integrated into the curriculum
- liaising effectively with professional associations, relevant Church bodies, staff from other schools, and CEM personnel and, communicating relevant information to the College community
- supporting pastoral and subject teachers in celebrating and promoting the religious dimension of their role
- ensuring that a Religious Education perspective is provided on committees formed within the College
- supervising, displaying, and co-ordinating special events relating to, or emerging from the RE program
- overseeing and chairing meetings related to retreats, social justice issues, and other relevant projects.

Professional Learning including:

- inducting new staff into the Catholic ethos of Emmaus College
- creating, and planning for, a five-year Professional Learning cycle which enables all teaching staff, to gain and maintain their Accreditation to Teach in a Catholic School within this specified time-frame

Director of Education in Faith

- ensuring that all Religious Education Professional Learning opportunities run for Emmaus staff have been approved for the purpose of gaining Accreditation to Teach in a Catholic school
- monitoring when staff have fulfilled the requirements for accreditation and supporting them in preparing their application for accreditation
- promoting opportunities for staff to be informed of, and participate in, developments in Religious and Faith Education
- assisting the LAL – Religious Education in monitoring and supporting individual staff in the performance of their teaching duties and acting as a mentor for their ongoing career development

Development of Policy including:

- evaluating Archdiocesan policies in the light of the Emmaus School Improvement Framework and advising, where appropriate, the Principal and the Leadership Team of implementation processes and/or issues and concerns regarding implementation
- communicating Archdiocesan policies effectively to teachers
- analysing the outcomes and impact of College policies and procedures on the faith development of students
- contributing effectively to policy and procedures development related to Religious Education
- providing advice and developing, in conjunction with the RE Learning Area, effective policies regarding the religious dimension of the College

Additional Qualifications, Accreditations and Memberships

In addition to his/her teaching qualification, it is desirable for the Director of Education in Faith to hold, or to be working towards:

- a Graduate Certificate of Religious Education and/or Catholic Studies; and/or
- a Bachelor of Theology, or another post-graduate qualification in Theology

The Director of Education in Faith should be an active member of his/her Parish.

Please note that in accordance with *Ministerial Order No. 870* both *VIT Registration* and relevant tertiary qualifications must be sighted by the school.

Conditions of Work

This is a three-year appointment. The successful applicant will be required to teach 0.2 FTE.

The College performs thorough assessments of potential and existing employees. The screening process includes but is not limited to Criminal Record Checks and Working with Children Checks.

Professional Review

This Position Description is intended as a framework for review.