



## PARADE COLLEGE

### POSITION DESCRIPTION

<b>Position Title</b>	Director of Ministry
<b>Reports To</b>	Principal

#### PRIMARY PURPOSE OF POSITION

In a vibrant learning community, students are encouraged to explore and develop their talents to the fullest and aim for excellence in all endeavours. Parade College strives to be a vibrant learning community offering contemporary education and pastoral care to foster holistic growth and excellence for all.

One of the key elements of our Strategic Plan 2022-2026: Education in Faith is to: *To consolidate and deepen the College's strong identity as a Catholic school in the Edmund Rice tradition by continuing to cultivate an understanding and appreciation of the person of Jesus through the lens of Edmund Rice as expressed in the EREA Touchstones.*

The position of Director of Ministry is a member of the College Leadership Team. The Leadership Team consists of the Principal; Deputy Principal; Assistant Principal, Staff Wellbeing and Development; Assistant Principal, Student Wellbeing; Assistant Principal, Teaching and Learning; Assistant Principal, Partnerships and Pathways; Business Manager; Director of Child Safeguarding, Director of Learning Diversity, Director of Ministry; Director of Operations, Director of Human Resources and Director of Preston Campus.

The Director of Ministry is appointed by the Principal and is responsible for ensuring the Charism of Edmund Rice and Catholic Values underpin all aspects of College life, in order to promote opportunities for spiritual growth and development for all in the community. This includes supporting the goals of the College Mission, Vision and Values, through modelling of personal growth and development and a style of leadership which is rooted in service.

The Director of Ministry is responsible for inspiring and coordinating the work of the Ministry Team, and also works closely with a number of staff such as the Learning Area Leader, Religious Education, Convenor of Religious Education, Convenor of Community Action, and Religious Education Teachers.

#### STATEMENT OF DUTIES

<b>Education in Faith</b>	<ul style="list-style-type: none"> <li>• Embed the Edmund Rice tradition of educating the whole person through the curriculum and the range of activities which make up College life;</li> <li>• Actively promote discussion and understanding of the charism of Edmund Rice with all members of the College community;</li> <li>• Lead and support the religious and spiritual life of the College and to model the ethos of an Edmund Rice school;</li> <li>• Lead, develop and implement opportunities for reflection, prayer and liturgical celebration within the College Community and promote and inform the wider community on the religious dimension of the College;</li> </ul>
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	<ul style="list-style-type: none"> <li>• Support the Religious Education Learning Area Leader and Ministry team regarding the organisation of Retreats, Seminar Days, community service programs, social justice activities and all College liturgical events;</li> <li>• Coordinate the Tenete Program at Year 12 level;</li> <li>• Coordinating the retreat programs at Year 12 (ministry retreats) and at Year 11.</li> <li>• Working closely with the Social Justice Prefect Committee to assist its members in achieving goals;</li> <li>• Coordinating programs which involve parents and students and promote education programs for parents and the wider community;</li> <li>• Participate as a member of the EREA Identity Network.</li> </ul>
<b>Liturgy</b>	<ul style="list-style-type: none"> <li>• Fostering and leading the prayer and liturgical life of the College in conjunction with the Ministry Team;</li> <li>• Liaise effectively with Edmund Rice Education Australia, Archdiocese of Melbourne and the feeder Parish Priests;</li> <li>• Raise awareness within the school community of the Church's significant liturgical seasons and feasts;</li> <li>• Coordinate and promote College Community Masses;</li> <li>• Lead and coordinate prayer for staff meetings and other staff gatherings;</li> <li>• Promote and oversee the provision of prayer as the beginning of all College gatherings and meetings.</li> </ul>
<b>Professional Learning</b>	<ul style="list-style-type: none"> <li>• Coordinate and organise the annual Staff Formation Days with support from the Principal, Deputy Principal and Ministry Team;</li> <li>• To organise, facilitate and promote Accreditation opportunities for staff consistent with guidelines from the CECV;</li> <li>• Encourage and support Religious Education staff to advance their professional understanding of Theology, Religious Education, the Catholic Faith, the Marist Mission and their personal faith;</li> <li>• Lead professional learning within the Ministry Team;</li> <li>• Identify and support professional learning needs (faith formation and spiritual development) within the College: individual and group;</li> <li>• Encourage staff to attend targeted activities both within the school and externally.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• In conjunction with the Executive and Leadership Teams, promote the Catholic ethos and Edmund Rice Charism in the life of the College community;</li> <li>• Responding to and supporting staff, students and families of the College in times of crisis (e.g. bereavement);</li> <li>• Developing such policies and programs which may be mandated by Diocesan authorities;</li> <li>• Actively communicate leadership vision and decisions to the College community;</li> <li>• Support the initiative of parents, students and staff by regular attendance at community events;</li> <li>• Maintain a high level of interest and participation in his/her own professional development and membership of appropriate educational and professional organisations;</li> <li>• Develop, review and update policies and processes as necessary;</li> <li>• Maintaining an effective presence around both campuses and contributing to College publications and meetings;</li> <li>• Assistance with the organisation of some College assemblies and staff meetings and participation in school and house assemblies and staff meetings as required;</li> </ul>

	<ul style="list-style-type: none"> <li>• Participate in the Annual Review Meetings Process, including interviewing staff and preparing documentation;</li> <li>• Support the College New Student Enrolment process through the facilitation of new student interviews. Liaise with the College Registrar with regards to feedback following a new student enrolment interview;</li> <li>• Assist with selection and training of student leaders;</li> <li>• Contribute to the College Newsletter and other publications.</li> </ul>
<b>Teaching Duties</b>	<ul style="list-style-type: none"> <li>• Teach a class(es) across a number of different year levels.</li> </ul>
<b>Other Duties</b>	Other duties as directed by the Principal and/or Deputy Principal.

KEY PERFORMANCE INDICATORS	
	<ul style="list-style-type: none"> <li>• High degree of accountability and efficiency demonstrated in the carrying out of the duties for this position.</li> <li>• Competent performance of multi-tasking duties both in immediate and longer term situations.</li> <li>• Approachable and responsive to all members the community especially the Leadership Team and Ministry Team.</li> <li>• Strong evidence of commitment and contribution to the effective leadership of the Ministry Team.</li> <li>• Initiative and energy shown in all matters pertaining to faith, spiritual development and social justice at the College.</li> <li>• Establishing and maintaining a positive spirit and good order in the Ministry Team and the wider community.</li> <li>• Continually striving to improve student outcomes in this area.</li> <li>• Clearly demonstrated, measurable and sustainable growth of initiated programs.</li> <li>• Evidence of effective and efficient execution of the organisational matters relating to this role.</li> </ul>

POSITION REQUIREMENTS	
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<b>Qualities</b>	<ul style="list-style-type: none"> <li>• High level communication with all members of the school community.</li> <li>• Clearly demonstrated capacities to build and lead a dynamic team and coordinate the activity of the team.</li> <li>• A visionary capacity and the intuition to identify and respond to the needs of the community within a local, national and global context.</li> <li>• Active personal spiritual life that is informed through authentic practice, ongoing reading and knowledge of key issues that are of importance in a large boys' school.</li> <li>• Appreciation of the larger stories that inspire and inform Parade College's tradition and ability to connect those stories in relevant ways to the individual stories of each member of the Parade community.</li> <li>• Understanding and sensitivity to the many varied faith stances that people have in a post-modern society and how these may provide both opportunities and challenges for Parade as a Catholic school in the Edmund Rice tradition.</li> <li>• Ability to inspire, animate and lead students, staff and parents to meaningful participation in various ongoing and emerging programs in the school.</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Be a suitable person to engage in child-connected work</li> <li>• Be experienced in working with children</li> <li>• A demonstrated understanding of child safety</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children</li> <li>• A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards,</li> <li>• Working familiarity with Child Safe requirements and expectations of VCEA PROTECT, VIT, EREA and VRQA</li> </ul>

	<ul style="list-style-type: none"> <li>• A demonstrated understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Parade College is a Child Safe School.</li> </ul>
<b>Selection Criteria</b>	<p>Applicants should be able to demonstrate:</p> <ol style="list-style-type: none"> <li>1. Active support and participation in the faith life of Parade College including commitment to the Mission Statement, ethos of the College, Charter of Edmund Rice Education Australia and personal faith formation.</li> <li>2. Appropriate qualifications in Religious Education, Theology and/or Scripture.</li> <li>3. Proven record as a skilled educator, proven record of success as a leader of learning in secondary schools, with extensive knowledge of current educational theory and practice.</li> <li>3. Ability to effectively lead staff to ensure a very high standard of professional support and practice.</li> <li>4. Well-developed skills including strategic planning, decision-making, change management, problem solving, time- management and communication.</li> <li>5. Demonstrated capacity and willingness to work collaboratively as part of the Executive and Leadership teams of the College.</li> <li>6. Ability to effectively lead staff to ensure a very high standard of professional practice, especially in relation to the faith life of the College.</li> <li>7. Ability to promote a healthy learning environment which promotes best practice and excellence in student learning outcomes.</li> <li>8. Knowledge and understanding of contemporary practices and policies related to student learning and, in particular, boys education.</li> <li>9. Well-developed interpersonal skills including organisation and communication, with a proven ability to work effectively independently and in a team.</li> <li>10. Demonstrated high standards of professional conduct and discretion in relation to confidential matters at all times.</li> <li>11. Commitment to ongoing professional learning.</li> </ol>

<b>TERMS AND CONDITIONS</b>	
<ul style="list-style-type: none"> <li>• Terms and conditions for this position are as outlined in the Catholic Education Multi Enterprise Agreement (CEMEA) 2022. Salary for the ongoing teaching appointment is set out in the Agreement according to years of experience and qualifications.</li> <li>• The leadership appointment is for a three-year term. An ongoing teaching position is associated with this appointment.</li> <li>• This position a generous Position of Leadership Allowance and time allowance, as determined by the Principal.</li> <li>• The position reports to the Principal.</li> <li>• The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position is subject to a regular cycle of professional appraisal and performance review according to College policy.</li> <li>• All employees at Parade College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.</li> <li>• Parade College is fully committed to the protection of children. The successful applicant will be expected to satisfy child protection screening, and adhere to the School's Child Protection Policies.</li> </ul>	