



ROLE DESCRIPTION

Assistant Principal

Faith and Mission

Position Title	Assistant Principal Faith and Mission
Reports To	Principal
Direct Reports	Social Justice Facilitator Youth Ministry Officer
Position Level	Assistant Principal This is a full-time position with a teaching load of one line.

PURPOSE OF THE ROLE

The Assistant Principal Faith and Mission has responsibility for promoting and developing the philosophy and ethos of Daramalan College and for ensuring that all the policies, programs and structure of the College actively promote the MSC philosophy of education and the Catholic ethos.

The role requires the Assistant Principal Faith and Mission to show leadership in school liturgical celebrations, staff formation, student formation and retreats, as well as ensure that the MSC ethos is actively promoted, lived out, and embedded in College practices and policies.

The role also requires the Assistant Principal Faith and Mission to work closely with the Chevalier Institute and other MSC schools in Australia, including traveling to Douglas Park to facilitate Spirituality of the Heart formation programs. They also represent the College on the Staff Formation Network convened by the Chevalier Institute and attend the MSC Education Committee meetings with the Principal.

As a member of the College Executive this position also has responsibility for contributing to the overall wellbeing and education of all students in the care of the College and to ensure the Missionaries of the Sacred Heart (MSC) values, ethos and charism are maintained and developed to create a flourishing heart-centred community.

MAIN DUTIES

1. Leadership of the College as a member of the College Executive

- Lead and develop the ethos of the College by living out the values of the Missionaries of the Sacred Heart and a Spirituality of the Heart,
- Develop and maintain a culture of high expectations for self and others,
- Build a positive and collaborative learning culture within the school community,
- Strive for continual improvement in all areas of responsibility within the role and support others in leading initiatives across the College,
- Ensure all policies relating to the portfolio are kept up to date and are considered best-practice,
- Be an active and visible presence in the College community,

- Contribute to the overall leadership, policy and decision-making of the College by being informed in all areas of College life and working effectively with all members of the College community,
- Use research and data to think, design and plan strategically,
- Drive strategic initiatives identified in the School Improvement Plan which align with the College Board of Directors strategic directions,
- Maintain a relational approach to team building through collaboration,
- Acknowledge the responsibilities and achievements of individuals and teams,
- Complete a variety of tasks that are shared by the Executive such as Year 7 Interviews and TQI verification conversations, and
- Demonstrate ongoing engagement in professional learning.

2. Plans and implements liturgical events at the College

- Works closely with a range of people within the College, including the College Chaplain, to plan and implement appropriate, relevant and engaging liturgical events for staff and students including but not limited to the Opening Mass, Feast Day celebrations such as Sacred Heart Day and Chevalier Day, Year group Masses, Easter liturgies, ANZAC Day liturgies and Grandparents' Day,
- Works collaboratively with the Religious Education Coordinator to ensure that the Religious Education programs include a focus on MSC Spirituality and Spirituality of the Heart and that students through class groups have some preparation prior to major liturgies being held,
- Ensures the liturgical theme for the school year is promoted and explored throughout the College community, and
- Liaise with the Principal about liturgical and other related activities.

3. Staff formation

- Collaborate with the Principal in the development and implementation of whole-school formation plans for staff and the College Board.
- Organise and lead staff formation through events such as the Staff Spirituality Day, prayer and reflection sessions, guest presenters as well as preparing prayers for Staff Meetings and other significant events,
- Facilitates the inductions of staff new to the College in MSC Ethos,
- Work closely with the Chevalier Institute in its delivery of retreat programs for staff, including coordinating staff attendance at programs and the maintenance of attendance records,
- Assist the Principal and Board Chair with formation opportunities for Board Directors including retreat programs and induction processes, and
- Continue their own spiritual development.

4. Student formation

- Plans and facilitates retreat experiences for students in all year groups, in collaboration with Pastoral Leaders and the Religious Education Coordinator, and
- Support and mentor the formation of the student leaders, in particular the Portfolio Captains for Mission, Social Justice and Environment, in collaboration with the Assistant Principal Pastoral Care.

5. Mission Responsibilities

- Coordinate and oversee social justice, outreach activities and immersion programs which align with the MSC ethos and charism and Catholic Social Teachings,
- Encourage the development of opportunities for students to join organisations such as St Vincent de Paul and prayer groups as well as charity and outreach experiences, and
- Oversee and support the Social Justice Facilitator in their role of providing social justice and outreach experiences for students.
- Oversee and support the College Chaplain and Youth Ministry Officer in providing opportunities for staff and students to engage in and with the religious life of the College and the MSC charism, and
- Work closely with the First Nations Education Committee to provide effective pastoral support and experiences for First Nations students and their families, and to ensure the currency and authenticity of the College Reconciliation Action Plan.

6. Other Responsibilities

- Leads the Liturgy Committee, and mentors the Mission Portfolio Captain, in the planning and implementation of authentic and engaging liturgical experiences at the College,
- Mentors and guides the Environment Portfolio Captain in leading the Environment Group and its associated activities and events to promote sustainability and Care for Creation at the College,
- Prepare and maintain efficient systems for budget control and resource maintenance for Mission, Liturgy and Formation activities and events
- Ensures that Work Health Safety and Safeguarding requirements and records are maintained for all activities undertaken,
- Ensures key dates are included on the College calendar and provide the College community opportunities to engage with MSC values, ethos and charism through articles communicated through Daranews, the Yearbook, and reports to the College Board, and
- Other duties as requested by the College Principal.

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE / SELECTION CRITERIA

Specific requirements for this role include:

1. Appropriate qualifications and relevant experience for the role, specifically postgraduate or equivalent qualifications in Religious Studies and/or Theology.
2. A willingness to promote MSC Spirituality and undertake ongoing formation in MSC Spirituality as per the MSC Policy for Spiritual Formation for Staff and Board Members of MSC Colleges in Australia.
3. Models excellence and innovation in all aspects of their work.
4. Has demonstrated a proven ability and experience in creating and delivering liturgical events and formation programs
5. Strong leadership skills and attributes including integrity, professionalism, and high-level organisation and communication skills.
6. An ability to lead others, work collaboratively as well as independently.
7. Evidence of the ability to facilitate a harmonious working environment and to manage conflict resolution.
8. Registration with ACT TQI and a valid WwVP.
9. Is a practicing Catholic who is able to supply a reference from their Parish Priest.

Daramalan College has zero tolerance for child abuse, neglect, and other harm, and we are committed to providing and maintaining a child-safe culture within all aspects of our community. All candidates are subject to legislative and College screening processes and successful candidates must comply with School policies and relevant legislation relating to child protection.

Updated April 2025