



Melbourne Archdiocese  
Catholic Schools



MARYMEDE  
CATHOLIC COLLEGE  
*— In the way of Mary —*

## Position Description

# Director of – Catholic Identity and Mission, Primary

<b>Purpose of position</b>	The Director of Catholic Identity and Mission, Primary is a member of the Primary Campus Leadership Team and supports the Deputy Principal – Head of Primary Campus with realising the College’s Catholic ethos, Mission, values and strategic intent and leading the day-to day operation of the Campus. They are entrusted with the responsibility to support the Deputy Principal – Catholic Identity and Mission by leading the animation of the College’s Catholic identity and mission at the Primary Campus.
<b>Staff Team</b>	Campus Leadership Team
<b>Reporting to</b>	Deputy Principal – Head of Primary Campus
<b>Location</b>	Marymede Catholic College and ELC: - 60 Williamsons Road, South Morang - 139 Eminence Blvd, Doreen
<b>Classification</b>	Teacher
<b>Salary and benefits</b>	<ul style="list-style-type: none"><li>• Salary as per Catholic Education Multi Enterprise Agreement 2022</li><li>• Significant opportunities for professional learning</li></ul>
<b>Commencement date</b>	January 2025

<p><b>Employment conditions</b></p>	<ul style="list-style-type: none"> <li>• Full-time</li> <li>• Position of Leadership Level 6</li> <li>• 20 periods of time release per fortnight</li> <li>• Contract tenure of 4 years for the position of Director of Catholic Identity and Mission, Primary Campus</li> <li>• Ongoing appointment to the College as a teacher</li> </ul> <p>The successful applicant will:</p> <ul style="list-style-type: none"> <li>• be employed under the Catholic Education Multi Enterprise Agreement 2022</li> <li>• be required to be registered as a teacher with the Victorian Institute of Teaching</li> </ul> <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
-------------------------------------	---

<p><b>Qualifications and experience</b></p>	<p>An appropriate qualification in education is required.</p> <p>Accreditation to Teach Religious Education is required.</p> <p>A postgraduate qualification in theology or religious education and/or educational leadership is desirable but not essential.</p> <p>Demonstrated successful experience in educational leadership in Catholic identity and mission or religious education is desirable.</p> <p>A current Victorian driver's licence and access to a vehicle.</p> <p>Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people.</p>
---	---

## Key duties and responsibilities

- Actively support the Catholic identity and mission of the College
- Lead in a manner consistent with the College's Catholic identity; humbly, kindly, ethically, inclusively and inspired by Christ's teaching
- Energetically contribute to the realisation of the strategic intent of the College
- Foster a culture of collaboration and curiosity
- Set and monitor high standards for and of students, staff and all community members and challenge conduct which is unsatisfactory
- Be a contributing member of the Campus Leadership Team, College Catholic Identity and Mission Strategy Team, Catholic Identity and Mission Educational Practice Implementation Team and Campus Differentiated Educational Practice Team
- Lead the Campus Catholic Identity and Missions forums
- Foster the learning and growth of the whole person through the provision of a hope-filled student-centred learning environment
- Ambitiously lead the animation of the College's Catholic identity and mission regularly reviewing progress using data informed methods at the Campus
- Contribute to the design of and lead the Campus implementation of the development of the College's Marian charism in connection with foundational statements of intent for the College
- Contribute to the design of and lead the Campus implementation of the design of the professional learning and faith formation program for staff in relation to Catholic identity and mission
- Support staff of the Campus with gaining Accreditation to Teach in a Catholic School, and Accreditation to Teach Religious Education / Accreditation to Lead in a Catholic School
- Assist staff with leading prayer
- Contribute to the design of and lead the Campus implementation of the development and implementation of the religious education curriculum including course planning and documentation, pedagogical practice and assessment and reporting
- Contribute to the design of and lead the Campus implementation of the planning and implementation of liturgies, sacramental programs and retreats with the support of the Catholic Identity Implementation Team
- Contribute to the design of and lead the Campus implementation of the development and implementation of the College's strategy relating to:
  - social justice
  - care for the environment and sustainable living
  - identity and growth
  - our relationship with Aboriginal and Torres Strait Islander people and culture
- Support parents from the Campus with matters relating to the Catholic identity and mission of the College
- Foster positive relationships with the Parishes of St Francis of Assisi and Christ the Light and the broader church community
- Contribute to the recruitment process for positions of leadership and teaching positions relating to Catholic identity and mission at the Campus
- Contribute to the design of and lead the Campus implementation of policies and procedures related to Catholic identity and mission
- Foster the culture of Child Safety at the College
- Support the College Community Engagement Strategy

- Complete operational and administrative responsibilities including assisting with the preparation and monitoring of relevant budgets and contributing to the development of the College calendar
- Other duties as outlined by the Principal consistent with the skills and experience required for this position

## Key selection criteria

- Possess the skills, experience and qualifications to perform the duties and responsibilities of the position
- Proven experience in leading teams, building capacity in others, and working as part of team
- Ability to strategically lead the animation of Catholic identity and mission across the Campus
- Ability to lead the development and implementation of the religious education learning program
- Ability to lead staff professional learning and formation
- Ability to prepare and lead liturgy
- Ability to prepare and lead retreats
- Ability to prepare and lead sacramental programs
- Excellent interpersonal, communication and negotiation skills
- Ability to handle sensitive and confidential information appropriately
- Ability to have a positive influence on the culture of the College through an innovative, collaborative and curious disposition
- Ability to contribute to the broad strategic intent of the College
- Ability to set and monitor high standards
- Ability to use digital technology effectively
- Commitment to supporting the Catholic identity and mission of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedures

## Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance, and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

**Position description  
updated:**

September 2024