



**Mount  
Carmel  
College**

**Courage.  
Compassion.  
Justice.**

<b>Position Title:</b>	<b>Director of Mission and Catholic Identity</b>
<b>Reports to:</b>	<b>Principal</b>
<b>Tenure:</b>	<b>Ongoing teaching position 1.0 FTE /PoL 3 years</b>
<b>Classification:</b>	<b>Position of Leadership (PoL) Secondary - 3 points</b>
<b>Release Time:</b>	<b>18 periods per fortnight (.38 FTE)</b>
<b>Subject Responsibilities:</b>	<b>Year 9 - Year 10 Elective Subject (Service Learning)</b>

**Position Overview:**

Mount Carmel College, a Catholic all-girls school committed to nurturing both academic excellence and spiritual growth, seeks a dedicated and dynamic Director of Mission and Catholic Identity. This role is pivotal in embedding Catholic values throughout the school community, fostering a strong sense of mission, and leading initiatives that promote faith formation, social justice, and community engagement.

**Key Responsibilities:**

**1. Formation and Faith Development:**

- Design and implement faith formation programs for students, faculty, and staff that deepen understanding and practice of Catholic teachings and spirituality.
- Oversee and enhance sacramental preparation and spiritual retreats, ensuring they reflect the core values of the Catholic faith.
- Collaborate with Religious Education and Theology departments to integrate Catholic identity into all aspects of the curriculum and school life.

**2. Support for the Leadership Team:**

- Contributing to the strategic vision and mission of Mount Carmel College

- Actively participating in leadership team meetings, discussions and actions; ensuring Catholic Identity is a priority.
- Supporting the leadership team in the management of the College, stepping into formal leadership roles as required.
- Demonstrating interest and active involvement in the total life of the College, in curricular and co-curricular activities and special College events and celebrations.
- Working collaboratively with the College leadership team, middle leaders, teachers and other staff members, contributing to the professional life of the College.
- Contribute to key publications including newsletters, briefings and year books
- Be a positive role model for students, staff and families.
- Other duties as required by the Principal

### 3. **Celebrations and Liturgical Life:**

- Plan and coordinate school-wide liturgical celebrations, including Masses, prayer services, and other religious events, ensuring they align with the liturgical calendar and Catholic traditions.
- Work with students and staff to organise meaningful liturgical celebrations that foster a strong sense of community and spiritual growth.
- Promote the active participation of students in liturgical roles and service.

### 4. **Alumnae Engagement:**

- Develop and maintain strong relationships with alumnae, encouraging their active participation in the life of the college and supporting their continued connection to the Catholic mission.
- Organise alumnae events, retreats, and networking opportunities that promote ongoing spiritual and personal development.

### 5. **Curriculum and Service Learning:**

- Facilitate and support service learning initiatives that connect students with opportunities for social justice and community service, reflecting the Catholic call to serve others.
- Actively participate in the College's professional learning program through regular engagement in collaborative processes through which they share knowledge of key learning areas, subject and pedagogical approaches with colleagues.
- Proactively and collaboratively engaging in professional practices to enhance student outcomes.
- Proactively engaging with parents and carers as partners in the learning and teaching process.
- Responding to parent communication in a timely manner.

- Collaborate with community organisations and local parishes to create meaningful service projects and ministry opportunities for students.
- Promote and celebrate student involvement in ministry and service activities as integral to their personal and spiritual development.

**6. Parish and Community Relationships:**

- Strengthen ties with local parishes and faith communities, fostering collaboration and shared initiatives that enhance the school's mission and outreach.
- Represent Mount Carmel College at parish and diocesan events, and actively participate in local and regional Catholic educational networks.

**7. Catholic Identity and Mission Integration:**

- Ensure that the Catholic identity of the college is evident in all aspects of school life, including policies, practices, and programs.
- Develop strategies to communicate and embody the school's mission, vision, and values in daily activities and long-term planning.
- Support and promote the integration of Catholic social teaching and values into school policies and practices.

**8. Social Justice Advocacy:**

- Lead initiatives and educational programs that promote social justice, equity, and respect for the dignity of all persons, in line with Catholic social teachings.
- Encourage and guide students and staff in addressing issues of injustice and inequality through advocacy, service, and community engagement.
- Creating a safe and nurturing learning environment which is learner centred and aligned with the College values

**Qualifications:**

- A Bachelor's degree in Theology, Education, or a related field is required; a Master's degree or higher is preferred.
- Demonstrated experience in a leadership role within a Catholic educational or parish setting.
- Strong understanding of Catholic doctrine, mission, and social teachings, with the ability to integrate these into educational and community programs.
- Proven ability to foster relationships with diverse stakeholders, including students, staff, alumnae, and parish communities.
- Exceptional organisational, communication, and interpersonal skills.
- A passion for nurturing Catholic identity and mission within the educational setting.

## **Personal Attributes:**

- Deep commitment to the Catholic faith and a clear understanding of its role in education and community life.
- Inspirational leadership with a vision for integrating faith, service, and social justice into the school's culture and programs.
- A proactive, innovative, and collaborative approach to developing and implementing mission-driven initiatives.

## **ROLE RELATIONSHIPS**

### **Internal**

- Department
- Curriculum Team
- Director of Curriculum and Pedagogy
- Principal and Deputy Principal
- Students

### **External**

- Parish Priest
- Parents
- CET Networks
- External bodies

## **Catholic Education Tasmania Requirement**

- You will promote and support the achievement of our mission
- You are required to exercise the principles of collegiality and subsidiarity in the promotion of shared ministry and teamwork within the school community and archdiocesan system
- You must take reasonable care of your own health and safety and that of other people, including people working under your supervision or direction who may be affected by your acts or omissions at the workplace, and be aware of and apply Work Health and Safety (WHS) Officer due diligence criteria in accordance with Section 27 of WHS Act 2012 (TAS)
- You have a duty of care to protect and preserve the safety of children and students and must always act in the best interests of them in accordance with the Tasmanian Catholic Education Commission's (TCEC) Child Safe Organisation Policy

## **Personal Capabilities**

- Demonstrated ability to work within an educational vision that incorporates Catholic beliefs and values into all facets of school life and learning
- Experience building engagement across a school community
- Demonstrated ability to work within an educational vision that incorporates Catholic beliefs and values into all facets of school life and learning
- Coalition builder who creates an inclusive environment that is conducive to sincere and open communication
- Excellent oral and written communication skills
- Collaborative leader with an accessible and approachable style
- Demonstrated ability to listen to concerns and resolve conflicts constructively
- Demonstrated commitment to ongoing professional growth for self and others
- Ability to develop staff and build leadership capacity
- Ability to create and maintain a supportive and safe learning environment.
- Ability to assess, review data, provide feedback and report on student learning.

- Demonstrated ability to engage professionally with colleagues, parents/carers and the community.
- Ability to engage with the School community.
- Demonstrated commitment to ongoing professional learning.

#### **Qualifications and Registrations:**

##### **Essential:**

- Qualified teacher with Full Registration in Tasmania or or the ability to gain Full Registration within an agreed time-frame.
- Successful attainment of Accreditation to teach in a Catholic School; or the willingness to work towards the successful attainment thereof.
- Post-graduate qualification in Theology or equivalent and/ or willingness to work towards.
- Current Motor Vehicle License.
- Current Working with Vulnerable People Registration.

##### **Desirable**

- Leadership qualification.
- Demonstrated/proven capacity to model best practice in Religious Education curriculum and pedagogy.

#### **Application Process:**

Interested candidates should submit a cover letter, resume, application form, pre-employment check and three professional references to Megan Richardson, Principal of Mount Carmel College via email: [principal@mountcarmel.tas.edu.au](mailto:principal@mountcarmel.tas.edu.au) by **9.00am on Friday 18 October 2024**. The necessary forms can be found on our website [mountcarmel.tas.edu.au/employment](http://mountcarmel.tas.edu.au/employment)

Mount Carmel College is an equal opportunity employer and values diversity in its workforce. All qualified individuals are encouraged to apply.