

## **PURPOSE OF THE POSITION**

The Assistant Director: Mission assists the Director of Catholic Education who is the religious, educational and organisational leader of Catholic Education within the Diocese of Rockhampton. The Assistant Director provides education services that are of a high quality and are faithful to the educational mission of the Catholic Church.

The Assistant Director: Mission provides leadership, support and supervision in the specific areas of Religious Education and Staff Formation.

## **STATEMENT OF RESPONSIBILITY**

The Assistant Director: Mission assists the Director of Catholic Education who is ultimately responsible for the Catholic identity and ethos, the curriculum and the effective management of the organisation.

The leadership provided by the Assistant Director: Mission will be consistent with:

- The message of Jesus and the Gospels;
- Catholic church teachings, principles and values;
- Diocesan policies and directives;
- The Catholic Education Diocese of Rockhampton Charter;
- Catholic Education Mission Statement;
- Catholic Education policies and practices; and
- Catholic Education Strategic Directions.

## **LEADERSHIP REQUIREMENTS<sup>1</sup>**

### **VISION AND VIRTUES**

The Assistant Director: Mission implements a vision for the organisation which is based on a clear moral purpose and is committed to the learning and growth of young people and adults. Within this organisation, ‘the theological virtues of Faith, Hope and Love provide the foundation and energising force’ and they “give life to the cardinal virtues of Prudence, Justice, Fortitude and Temperance”<sup>2</sup> so necessary in Christian leadership.

### **KNOWLEDGE AND UNDERSTANDING**

The Assistant Director: Mission keeps abreast of the latest research and developments in theology, spirituality, pedagogy, curriculum, and assessment and student wellbeing. The Assistant Director: Mission also understands the practice and theory of contemporary leadership and applies that knowledge in assisting with school and system improvement.

<sup>1</sup> Australian Professional Standard for Principals, AITSL (Australian Institute for Teaching and School Leadership, July 2011)

<sup>2</sup> *Compendium of the Catechism of the Catholic Church*, 384

### **SOCIAL AND INTERPERSONAL SKILLS**

The Assistant Director: Mission aims to build trust across the school communities and create a positive learning atmosphere for staff and students. The Assistant Director: Mission regularly reviews practices and implements change in leadership and management approaches to suit the situation as is required.

### **PROFESSIONAL PRACTICES<sup>3</sup>**

Under each of the following areas is a range of possible activities in which the Assistant Director: Mission might engage. The list is neither prescriptive nor exhaustive.

#### **ENHANCING CATHOLIC ETHOS AND IDENTITY**

*Leadership in the area of Catholic Ethos and Identity is provided through Christian witness, active participation in a parish, fostering the religious life of the organisation, promotion of Gospel values and the provision of quality Religious Education.*

- Promotes and articulates the Diocesan Vision, the Mission of Catholic Education and the Charter for Catholic Education
- Promotes the faith and theological formation of staff
- Assists in the development and implementation of pastoral care policies and programs
- Promotes preferential options for the poor and marginalised
- Witnesses to and is active in a parish
- Promotes partnerships with the parish and diocesan communities
- Facilitates the development and implementation of the Diocesan Religious Education Curriculum
- Nurtures the Catholic life of schools and the integration of beliefs and values
- Fosters the Catholic ethos and identity of the Catholic Education Office, and of each school community, integrating beliefs and values into all facets of school life and learning
- Develops right relationships based on Christian values
- Provides pastoral care and professional support for APREs and others in similar roles in the Diocese, in conjunction with Assistant Directors: Schools and members of the Formation, Identity and Religious Education team
- Makes an appropriate contribution as a member of the wider Diocesan education community
- Nurtures partnerships with Diocesan authorities, Church agencies, Deaneries, Parishes, Religious Institutes

<sup>3</sup> Australian Professional Standard for Principals, AITSL (Australian Institute for Teaching and School Leadership, July 2011)



### **LEADING TEACHING AND LEARNING**

*High quality teaching and learning is developed, implemented and monitored.*

- Supports and articulates a contemporary Catholic educational vision to the community with a focus on the student as a learner and person
- Supports schools in the development, evaluation, revision and accreditation of school-based Religion programs
- Reviews and revises the Diocesan Religious Education Curriculum in the light of current developments as needed
- Ensures the provision of safe learning environments
- Facilitates and promotes collective responsibility and accountability for student achievement and wellbeing
- Supports the development of a contemporary, holistic, high quality curriculum within Diocesan and legislative requirements
- Supports and monitors the implementation of Accreditation policies and provides advice
- Facilitates and promotes appropriate assessment, reporting and evaluation processes
- Focuses on student learning achievements
- Promotes a learning culture within staff
- Promotes and facilitates effective pedagogy
- Promotes lifelong and life-wide learning

### **DEVELOPING SELF AND OTHERS**

*Through supporting others and building capacity, professional learning communities are developed that are focused on continuous improvement of teaching and learning.*

- Works in close collaboration with other Leadership Team members to form an effective team
- Engages in ongoing learning to keep abreast of contemporary educational issues
- Establishes processes to develop the well-being of staff and students
- Engages in succession planning and developing leadership potential
- Supports and mentors staff
- Assists Formation, Identity and Religious Education Team members with annual Goal Setting and Performance Reviews
- Coordinates annual Goal Setting and Performance Reviews with APREs
- Develops a culture of reflection, self-review and improvement within the organisation
- Provides advice to schools in the areas of Religious Education, professional development and Formation in accordance with Diocesan policies and guidelines
- Supports and fosters effective employee relations
- Promotes and nurtures a collaborative culture of leadership within the organisation, with regular leadership team meetings and meetings with principals
- Communicates expectations to staff and provides support and guidance when necessary

### **LEADING IMPROVEMENT, INNOVATION AND CHANGE**

*The Vision, Mission and strategic goals of the organisation are developed, articulated and aligned with Diocesan strategic goals and initiatives and School Review and Improvement outcomes.*

- Establishes, implements and reviews Catholic Education's strategic directions
- Promotes innovative ideas and practices
- Develops a culture of reflection, review and improvement
- Participates in School Review and Improvement processes
- Assists in the formulation, implementation and evaluation of the Catholic Education Office Strategic Plan
- Develops and monitors policies relating to Religious Education and Formation in consultation with other members of the Leadership Team for the Diocesan Education Council
- Facilitates and encourages quality change processes

### **LEADING THE MANAGEMENT OF THE ORGANISATION**

*Processes to manage the human, physical and financial resources are developed and maintained to support the effective delivery of educational programs.*

- Ensures compliance with Diocesan, legislative and Catholic Education policies and protocols including Student Protection, Code of Conduct and Workplace Health and Safety processes.
- Manages staff and workplace practices effectively
- Complies with relevant legislative and system requirements
- Assists staff in processes to allocate resources
- Ensures processes for the recruitment, selection and induction of staff comply with Diocesan and legislative guidelines
- Ensures budget processes and outcomes that model appropriate and sound stewardship practices
- Works with relevant Diocesan personnel to ensure the effective management of the organisation within systemic guidelines.
- Collaborates with members of the Leadership Team on relevant issues
- Ensures effective financial management
- Develops and monitors the budget for Religious Education and Formation (including the Resource Centre) and meets all accountability requirements
- Ensures the necessary accountability systems are in place to meet as appropriate the requirements of Government, Diocesan authorities, parishes and parents
- Establishes effective communication and decision making practices
- Provides a leadership presence for the Diocese in relation to standard of dress, behaviour and public speaking in order to promote and represent Catholic Education within the community
- Establishes systems for data and record management and retrieval



- Provides for appropriate risk management

**ENGAGING AND WORKING WITH THE COMMUNITY**

*Appropriate relationships are fostered and developed with the clergy, staff members, students, Parents and Friends Associations, School Boards, Parents, Parishes, the Catholic education community, Religious Institutes, other Church agencies and the wider community.*

- Develops and maintains positive relationships with all members of the Catholic Education community
- Engages in processes to build community
- Promotes the development of good working relationships with parishes and the wider community
- Meets frequently with key personnel within the community
- Promotes and represents Catholic Education within the community
- Promotes positive relationships between the school communities and the Diocese through the Catholic Education Office
- Maintains an appropriate presence at various school occasions and functions
- Communicates effectively and resolves issues in a positive manner
- Witnesses to community service and social justice

**AUTHORITY LIMITS**

Full authority is delegated to the Assistant Director: Mission from the Director to produce the desired outcomes.

There is no authority to commit funds outside approved budgets

**REPORTING AND OTHER RELATIONSHIPS**

The Assistant Director: Mission reports directly to the Diocesan Director of Catholic Education.

Significant relationships exist with the members of the Leadership Team, principals of schools, APREs, the clergy.

Significant relationships also exist with members of the Formation, Identity and Religious Education Team in the Catholic Education Office to whom the Assistant Director: Mission may delegate various aspects of responsibility.

The Assistant Director: Mission is also expected to play a role in the Queensland Catholic Education Commission's activities and to work collaboratively with other Assistant Directors in similar roles in other dioceses.