

POSITION DESCRIPTION

Deputy Principal – Faith and Mission



The Deputy Principal – Faith and Mission is responsible to the Principal in ensuring the integration of Catholic identity, faith formation, and mission across all aspects of school life. This role provides strategic leadership in the development and implementation of the College's Religious Education program, faith development activities, and social justice initiatives. The Deputy Principal works closely with the Principal and the Leadership Team to foster a community deeply rooted in the Gospel values and the legacy of St Maximilian Kolbe.

This is a key strategic role integral to the life of the College, ensuring that faith and mission remain at the heart of all we do. The Deputy Principal – Faith and Mission is a servant leader, dedicated to fostering a vibrant, faith-filled community where students and staff can grow spiritually, intellectually, and morally.

Leadership Framework

Educational Leaders at Kolbe Catholic College work within a transformational framework:

- Supporting and promoting the Catholic ethos of the College
- Publicly supporting the Leadership of the College
- Building trust, acting with integrity, coaching people, inspiring others, encouraging innovative thinking

And within the guiding conceptions of the Leadership In Catholic Schools Framework: Leadership Action - in the following five key areas:

- The Faith Community
- A Vision for the Whole School
- Teaching and Learning
- People and Resources
- Community

CHILD SAFETY:

Every person employed or volunteering at Kolbe Catholic College has a responsibility to understand the importance and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make ([CECV Commitment Statement to Child Safety](#)).

Such responsibility requires employees to:

- Providing a child-safe environment.
- Being familiar with and complying with the school's child-safe policy and code of conduct, along with other child safety-related policies.
- Proactively monitoring and supporting student wellbeing.
- Exercising pastoral care reflecting school values.
- Implementing strategies to promote a healthy and positive learning environment.

Location

The primary place of work is St Clare (Greenvale) campus. However, at the Principal's discretion the Deputy Principal – Faith and Mission may be required to perform duties at St Catherine or any other campus operated by Kolbe Catholic College.

RESPONSIBILITIES:

Strategic Leadership in Faith and Mission

- Lead the vision, direction, and strategic planning of the College's faith and mission programs.
- Ensure the effective implementation, evaluation, and continuous improvement of Religious Education across all year levels (Years 7-12).
- Inspire and guide staff in integrating Catholic teachings, values, and traditions into the curriculum and wider school life.
- Work collaboratively with MACS and other relevant bodies to ensure compliance with religious and educational standards.
- Represent the College at diocesan and regional faith leadership meetings.

Liturgical and Faith Development Leadership

- Provide leadership in the planning and celebration of liturgical events, including school-wide Masses, retreats, and prayer services.
- Oversee the faith formation of students and staff, ensuring ongoing opportunities for spiritual growth.
- Support and mentor the Religious Education Coordinator (REC) and the College Chaplain in delivering faith-based programs and initiatives.
- Encourage and facilitate staff accreditation in Religious Education and Theology.
- Promote and model Catholic values in all aspects of school life, fostering a culture of faith, reflection, and service.

Social Justice and Community Engagement

- Lead the College's social justice programs, ensuring students and staff are engaged in meaningful service learning and outreach initiatives.
- Develop and promote initiatives that raise awareness and action for social justice issues, both locally and globally.
- Establish and maintain partnerships with external organizations that align with the College's mission and values.
- Facilitate programs that strengthen relationships with Indigenous communities, promoting reconciliation and right relationships.
- Oversee student-led social action groups, supporting their development and initiatives.

Pastoral Leadership

- Work closely with the Leadership Team to ensure a culture of pastoral care that supports the wellbeing of students and staff.
- Collaborate with the Deputy Principal – Students to provide opportunities for student leadership in faith-related areas.
- Support the College's Respectful Relationships program, ensuring alignment with the school's mission and Catholic ethos.
- Foster strong relationships between students, parents, and staff, reinforcing the College's commitment to a supportive and inclusive community.

Organisational Leadership and College Governance

- Work alongside the Principal and Leadership Team to implement and review the College's Strategic Plan and School Improvement Framework.
- Assist with the recruitment, induction, and professional development of staff, particularly in the area of faith and mission.
- Provide strategic advice to the Principal on matters relating to religious education, faith formation, and social justice.
- Fulfils the accreditation requirements prescribed for this position.
- Support the College in compliance with accreditation and regulatory requirements related to faith education.
- Lead key College events and celebrations, including Mother's Day, Father's Day, Grandparents Day, and significant Feast Days.
- Contribute to major College publications, ensuring faith and mission are well represented in communications.
- Act as a delegate for the Principal as required and undertake additional responsibilities as directed.

OTHER DUTIES

- Other duties as required by and negotiated with the Principal
- The position will require involvement in College Community activities outside currently designated school hours and participation in planning times during some school holiday times. These will be negotiated with the successful applicant
- The list of duties may be further developed and modified to utilise the individual strengths and initiatives of the applicant and the developing nature of the College

POSITION CLASSIFICATION:

- Position: Deputy Principal – Faith and Mission
- Remuneration: CEMEA2022
- Review Annual Reviews will be conducted throughout the tenure based on self and peer appraisal as well as goal setting.

KEY SELECTION CRITERIA

For inclusion with your application, please attach a brief statement

- addressing your concept of leadership, including goals you would set for the position(s); and
- your response to the following Selection Criteria:

Essential Requirements

- A committed and practicing Catholic with a strong understanding of Catholic teachings, traditions, and values.
- Relevant qualifications in Religious Education, Theology, or a related field.
- Extensive experience in educational leadership, preferably within a Catholic school setting.
- Proven ability to lead faith formation, pastoral care, and social justice initiatives.
- Strong strategic, organisational, and interpersonal skills.
- Accreditation to Teach Religious Education in a Catholic School (or working towards).

FAITH LEADERSHIP

- Committed to the values and ethos of Catholic education

EDUCATIONAL LEADERSHIP

- Successful teaching experience
- Demonstrated the capacity to initiate improvement in teaching, learning and classroom practice
- Details of recent post graduate study and/or immediate intentions for future study

RELATIONAL LEADERSHIP

- Demonstrated ability to foster and develop appropriate relationships with the staff, students, parents and the wider community
- Demonstrated ability to work collaboratively and cohesively with teams within the school

ORGANISATIONAL LEADERSHIP

- Demonstrated ability to plan and manage resources effectively and equitably to support the education programs of the school.

Through addressing the above criteria, applicants should be able to demonstrate capabilities in areas such as:

- highly developed interpersonal and communication skills and the ability to liaise and communicate effectively with people at all levels and from varying backgrounds
- sound organisational and administrative skills

Position Description

Deputy Principal – Faith and Mission

- ability to work collaboratively and facilitate dynamic teamwork
- proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressure
- commitment to ongoing professional learning
- exemplary teaching skills and practices
- generosity of spirit.