



Position Title – Living Justice Leader

The Presentation Sisters established Star of the Sea College in 1883. The College has a rich tradition of educating students to make a difference in the world and work for justice. Since 2014, Star of the Sea College has been under the governance of Kildare Ministries.

The College's Learning Charter, developed in collaboration with teachers, students and parents, provides the framework for this role description.

All staff members are expected to support the College's mission to empower young people to engage in critical reflection leading to positive action for our world. The College community's success is shaped by their energy, skills, talents and shared sense of mission.

In addition, the expectation is that all staff support the Catholic ethos of the College, work with the Leadership Team in ways respectful of the Catholic and Presentation spirit of the College, support the College's Mission statement and assist in the implementation of the Strategic Plan and College Improvement Plan.

Star of the Sea College is recognised as a leading Catholic school in relation to all aspects of education and action for justice, founded on the mission and ministry of Jesus, the life and witness of Nano Nagle, the principles of Catholic Social Teaching and the justice priorities of the Presentation Sisters and Kildare Ministries. Our College motto – Deeds Not Words – and our Mission Statement are the foundations of our commitment to Social Justice.

The Living Justice Leader plays a pivotal role in the implementation of Star of the Sea College's commitment to action for a better world.

Child Safety

Star of the Sea College is committed to the safety and wellbeing of our students. The College is committed to the protection of all children from all forms of child abuse. In this context, the College has implemented a comprehensive child safety program and processes which apply to all community members.

All staff appointed to the College are expected to take an active role in maintaining children's safety and have a demonstrated understanding of appropriate behaviours when engaging with children. They must therefore be a suitable person to engage in child connected work while holding a current registration with the Victorian Institute of Teaching (VIT).

Staff are also required to have a sound knowledge of their legal obligations relating to child safety under Ministerial Order No 1359 - Implementing the Child Safe Standards - Managing the Risk of Child Abuse in Schools and School Boarding Premises.

**MAJOR AREAS OF RESPONSIBILITY**

The Living Justice Leader has the following four major areas of responsibility. The Living Justice Leader will:

- Organise resource material for students and staff related to understanding and raising awareness of social justice issues as articulated in the Living Justice, Living Peace Charter (Kildare Ministries) Contribute more broadly to the leadership of the College
- Encourage and support participation in social justice activities at an individual and College level
- Liaise with Catholic Social justice agencies and engage with the Catholic Social Teaching agenda
- Facilitate action for justice and fundraising for the College community.

The following duties are aligned to the major areas of responsibility:

Education, information and awareness raising	The Living Justice Leader raises awareness of justice issues and organises and facilitates learning for students and staff related to understanding social justice. The Living Justice Leader will: • In collaboration with the Director of Faith and Deputy Principal Staff, arrange appropriate professional learning for staff on justice education, through organisations such as ACRATH, Caritas • In collaboration with the Deputy Principal Learning and Teaching and Faculty Leaders, promote the study of justice issues across the curriculum in all subject areas, using the Living Justice Living Peace framework • Support Faculty and Year Level/Senior House Leaders in the provision of current material on priority social justice issues • Creatively commemorate International Women's Day • Raise awareness about the issue of human slavery and trafficking in conjunction with ACRATH • In collaboration with the Living Justice student leaders, maintain a current Living Justice noticeboard and effective communication flow through assemblies, the College publications and others. • Use the Daily Bulletin and College newsletter to promote various causes and action responses • Ensure that justice events are photographed for archives, Presentation Night, The Lantern and The Star magazines.
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Participation in Justice activities	The Living Justice Leader encourages and supports Star of the Sea College's participation in justice activities at an individual and College level. The Living Justice Leader will: • Foster involvement in appropriate justice initiatives such as Jesuit Social Services' Friday Night Tutoring in Richmond • Organise student attendance at justice conferences and activities approved by the College In collaboration with the Deputy Principal Learning and Teaching and Faculty Leaders, promote the study of justice issues across the curriculum in all subject areas, using the Living Justice Living Peace framework • Prepare students for immersion and ministry experiences approved by the College Support Faculty and Year Level/Senior House Leaders in the provision of current material on priority social justice issues • In collaboration with the Director of Faith, coordinate the Reconciliation Week program • Support the Sustainability Leader in wide-ranging environmental justice activities in line with the Presentation Sisters' justice priorities: Clean Up Australia Day, Earth Hour, an annual Environment Week, an Edible Garden, recycling, and energy conservation measures.
Commitment to the Catholic justice agenda	The Living Justice Leader liaises with Catholic Social Justice agencies and engages the College with the Catholic justice agenda by: • Being proactive in the liaison between Star of the Sea College and Kildare Ministries regarding justice causes. This includes attendance at meetings with Kildare Ministries Living Justice Leaders • Supporting the work of agencies such as: Caritas Australia, Vinnies, Aboriginal Catholic Ministry Melbourne, Sacred Heart Mission, Jesuit Social Services and ACRATH.



College community fundraising and action	The Living Justice Leader promotes and facilitates the College's House and year level action for justice and fundraising, in collaboration with The Lantern Team. The Living Justice Leader will: • Educate students in the rationale of the College Fundraising policy • Be involved in the interview/selection process for new Living Justice Leaders • Mentor House Living Justice Leaders by providing: - Assistance with meeting organization - Support for House and year level justice endeavours - Oversight that awareness-raising is matched with fundraising - Coordination of student involvement in any justice competitions run by external organisations - Support for fundraising and material aid for Caritas' Project Compassion campaign, Sacred Heart Mission food collection, Christmas hamper compilation for a local Vinnies' conference and various Presentation sisters and Kildare Ministries projects - Maintenance of records of student involvement in living justice activities for the Spirit Award system.
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CRITERIA FOR EFFECTIVENESS IN THE ROLE

The effective performance of the Living Justice Leader will be due to capabilities across a broad range of the following:

Attributes

- Respect for the mission, identity and guiding principles of education in the Presentation tradition at Star of the Sea College
- A passion for justice
- A tenacious and resourceful approach to work
- Perseverance, sensitivity, courage and patience in the face of complex and difficult situations
- Authenticity, trustworthiness and reliability
- Optimism, confidence and enthusiasm when motivating others
- Readiness to actively contribute to committee work.



Dispositions

- A vision for justice informed by Star of the Sea College's Learning Charter
- Collaborative and flexible participation in professional settings
- Openness to change and to learning in all situations
- An approachable and active listener
- A high level of motivation to ensure learning and teaching standards foster student achievement and success
- Determination to achieve the goals set for success each year.

Knowledge and Understandings

- A sophisticated knowledge of Scripture and Catholic Social teaching
- Knowledge of the appropriate avenues and resources for seeking information, support and clarification for justice education, advocacy and action
- Understanding of the need for accountability
- Understanding the importance of communication with College Leadership Team members when staff and students are involved in social justice activities outside of the College.

Skills and Capabilities

- The ability to form teams and sustain teamwork throughout the term of the appointment
- Demonstrated ability to communicate clearly, personably and effectively in ways that engage staff, students and parents in the learning and teaching program
- The ability to work collaboratively, flexibly, independently and creatively in a demanding environment
- Excellent capabilities in the integration of technology appropriate to contemporary education
- The ability to successfully use the time allocation to fulfil the responsibilities of this position of leadership
- The capacity to reflect on one's leadership performance and style
- The ability to implement effective and efficient work practices in this area
- The ability to locate information quickly and accurately
- The capacity to negotiate
- The capacity to pay close attention to detail
- The capacity to maintain professional relationships with organisations on behalf of the College where necessary.



NOTES

- The Living Justice Leader will, at times, be required to undertake other duties related to the role as directed by the Principal.
- It is expected that the Living Justice Leader will undertake regular professional learning in order to maintain a high level of awareness of current social justice issues and developments.
- The Living Justice Leader will be required to work closely with Kildare Ministries Justice Team to develop programs across the PJP.
- The Living Justice Leader is expected to comply with legislation in relation to occupational health and safety practices and participate in consultative processes to ensure workplace safety for staff and students.
- This position will, from time to time, require attendance outside normal hours.

CONDITIONS OF EMPLOYMENT

Direct Report	Director of Faith
Date	2025-2027
Qualifications	• Appropriate tertiary qualifications, with further study an advantage • VCEA Accreditation to Teach in a Catholic School • VIT registration • First Aid Qualifications
Salary	Entitlements under the Catholic Education Multi Enterprise Agreement (2022)
PoL and time release	PoL: 2 Time release: 8 period allocation
Approved by	Principal
Version	1
Amendments	