



## Director of Identity & Mission Position Information Document

Position Title	Director of Identity & Mission (R-12)
Employment	Permanent
Position of Responsibility	POR 4
POR Commencement	20 July 2026
POR Conclusion:	20 January 2031
Tenure	4.5 years
Full Time Equivalent (FTE)	1.00 FTE
Line Release	5 Teaching Lines (0.83 FTE)
Line Manager	Deputy Principal

Rostrevor College is a Catholic College owned and governed by Edmund Rice Education Australia Colleges; the local community and Principal are empowered with the responsibility of plotting the future course for the College; a course that best captures the aspirations of local families. In doing so, we use The EREA Colleges Charter and the four touchstones of Gospel Spirituality, Justice and Solidarity, Inclusive Community and Liberating Education to shape our planning as a contemporary College that is grounded in the Edmund Rice Tradition.

### **BROAD PURPOSE**

The Director of Identity and Mission provides visionary leadership in giving life to the identity of Rostrevor College as a Catholic College in the tradition of Edmund Rice. Through opportunities they provide, staff and students are encouraged and promoted to engage authentically with the Catholic identity, history and faith of our school.

The Director of Identity and Mission coordinates opportunities for faith formation and liturgical engagement through the planning and management of a purposeful, meaningful and accessible programs, events and curriculum for all students throughout their primary and secondary years. They oversee key Catholic milestones and events, including the sacramental program.

As a curriculum expert and experienced educator, the Director of Identity and Mission oversees the planning, implementation and opportunities offered through a relevant and contemporary Religious Education curriculum which aligns with pedagogical standards and course content requirements. They play a key role within the Religious Education Faculty to increase the curriculum literacy of staff and informing teaching practice, monitor student engagement, and guide curriculum planning.

A key responsibility of the Director of Identity and Mission is to lead, promote, support, and sustain a dynamic learning environment, promotion of curiosity, and authentic engagement across primary and secondary years with the faith and identity of Rostrevor College. This includes modelling and embedding the values and ethos of Edmund Rice through their own practice, pedagogy and leadership.

The role also supports the professional growth of teaching and non-teaching staff, ensuring they remain at the forefront of educational innovation in Religious Education. This includes the design, coordination, and delivery of a meaningful reflection, faith formation, and professional development opportunities aligned with the College's requirements and strategic goals.

## LEADERSHIP TEAMS

The Director Identity and Mission will be a member of the College Leadership Team (CLT), Junior School Leadership Team (JLT) and Senior School Leadership Team (SLT).

As such the Director of Identity and Mission will:

- Actively contribute to and lead the Catholic dimension and values of the College.
- Work closely with the Principal, Deputy Principal and members of the CLT to maintain the highest standards across all facets of College life.
- Understand, and respond to, current pedagogy and curriculum trends as determined by SACE Board, ACARA and Catholic Education South Australia, Rostrevor College Strategic Plan and Edmund Rice Education Australia Colleges improvement agenda.
- Work collaboratively with colleagues, parents/caregivers and EREA, EREA Colleges and CESA personnel to facilitate student development across the College.
- Be a collaborative, consultative leader, that considers the collective wisdom of others, using reflective practices to ensure best practice models are always implemented.
- Use contemporary research and the AITSL standards to guide continuous improvement in teaching.
- Be empathetic to the needs of the young people entrusted to their care.
- Promote conditions allowing students to achieve their maximum potential

Membership within these leadership teams involves accepting the Principal's invitation to help lead Rostrevor College, with responsibility for its planning and future direction. A core part of these roles is upholding the College's Catholic values.

The CLT, JLT & SLT will contribute to strategic planning, modelling of the College values, and professional behaviour as outlined in the CESA & EREAC Codes of Conduct.

As a member of the CLT, JLT & SLT the Director of Identity and Mission will:

- Promote the spiritual life of the College through visible leadership of our Catholic identity.
- Live out the Rostrevor College Vision as detailed in the College Strategic Plan.
- Attend CLT, JLT & SLT and contribute generously and strategically to the workings of the team.
- Contribute to the development, application, review and refinement of the College Strategic Plan and Annual Improvement Plan, and ensure these goals are met.
- Maintain high professional standards, work inclusively with all staff, and model collaborative leadership with appropriate confidentiality.
- Have a working knowledge of College, EREA, EREAC and CESA policies and guidelines and be responsible for the development, implementation and review of policies and strategies.
- Be willing to present and discuss wider whole school issues at staff meetings or other forums to clarify policies or processes.
- Be actively involved in reviewing policies and communicating concerns and changes to staff as appropriate.
- Show a commitment to further study and professional learning in Religious Education, Faith Development, Educational Leadership, and other relevant fields.
- Work with the Principal and Deputy Principal to facilitate relevant staff Professional Learning.
- Assist with College organisation and attend events including but not limited to:
  - Full school events
  - Camps & Retreats
  - Enrolment Interviews and College Tours

- Planning and monitoring of College Calendar events
- Staff Interview Panels as required
- Participate in Staff Induction and in Staff Review processes
- Student Promotions as required
- Production of the Staff and Parent Handbooks
- The College Blog
- Regular reviews of all College, EREAC, and CESA Policies and Procedures
- Community events
- Share responsibility for the school when the Principal is absent

### **KEY AREAS OF WORK**

The Director of Identity & Mission will oversee and be responsible for all aspects of Catholic and Edmund Rice identity and mission and will work collaboratively with EREA Colleges, CESA and within the school in order to foster and lead the spiritual development of Rostrevor College, and to promote the identity of the College as a Catholic school in the Edmund Rice tradition.

*The Director of Identity & Mission will:*

- Support the aims and policies of the school, and ensure that decision-making and actions are carried out in the spirit and ethos of Rostrevor College
- Work collaboratively with staff across the whole college across Junior and Senior Schools
- Collaborate with local partner parish schools and personnel to develop and implement new initiatives and programs
- Plan for and organise all school liturgies, masses and significant religious events
- Maintain overall responsibility for the College Chapel
- Be responsible for the College's Outreach Programs
- Be responsive to initiatives promoted by the Diocese
- In collaboration with CLT, support all fundraising activities in the College in keeping with the College's Fundraising Policy

*Students*

- Facilitate, give witness to and promote the religious ethos of the school, as it relates to House Masses, prayer, major religious celebrations and social justice;
- Be responsible for the coordination and development of faith formation programs, including the organisation of Retreats and Reflections Days;
- Be responsible for the coordination and oversight of College liturgical events, such as Edmund Rice Day and Marian Day;
- Ensure students understand and adhere to Chapel protocols;
- Support an understanding and celebration of House ethos;
- Support Heads of House in the organisation of House Masses;
- Organise and support student sacramental program; and
- Organise training of staff and student Eucharistic Ministers.

*Staff*

The Director of Identity & Mission will develop and maintain working relationships which support a co-operative and congenial climate relevant to the needs of staff and will:

- Work with the Head of Faculty – Religious Education, Service Learning and Social Justice Coordinator, Aboriginal Education Coordinator, Head of Senior School, and Head of Junior School, to promote the spirituality and religious identity of the College;
- Work closely with and support the Religious Education Faculty;
- Provide opportunities for staff members to deepen their own faith through the provision retreats and Staff Reflection Days;
- Organise the induction of new staff into the Edmund Rice ethos
- Provide opportunities and encourage participation in staff professional learning relating to our Catholic faith and the Edmund Rice Charism, particularly those offered by EREA, EREAC and CESA
- In collaboration with relevant staff, monitor the requirements of staff accreditation and the Graduate Certificate of Religious Education, and respond where necessary
- In conjunction with the Director of Business, inform staff of CPF process and learning opportunities.

#### *Outside Agencies*

- Work with those within equivalent positions in other schools and colleges to collaborate and ensure best practice at Rostrevor College
- Liaise with the local Parish regarding Parish events held at Rostrevor College, as well as on relevant committees and initiatives
- Work closely with EREA to respond to initiatives that enliven the spiritual and religious dimension of school life.

#### *Management of Process*

- Ensure all spending occurs in the allocated budget
- Be responsible for the preparation of an annual budget
- Oversee the Religious Education Faculty and Service Learning budgets

#### *General*

- Respond to other duties as assigned by the Principal and/or Deputy Principals through due process of consultation and negotiation

### **WHS - POSITION OF RESPONSIBILITY REQUIREMENTS**

- Ensure staff are aware of and follow WHS policy and procedures described on Complispace
- Participate in training designed to support their responsibilities
- Ensure staff in their faculty/department attend training and induction designed to inform and protect them about risks associated with their work
- Encourage the formal reporting of hazards and incidents arising in the workplace
- Inform School Leadership about hazards or issues which do or could affect health and safety and over which they cannot exercise control
- Respond appropriately to staff reporting work related psychosocial issues which have the potential to affect health, e.g. conflict between staff, bullying, harassment, and violence
- Participate in workplace inspections, incident investigations and other WHS activities on request

### **PERFORMANCE REVIEW**

- All employees are required to proactively participate in the College's Performance Development Program including periodic review.

## **SPECIFIC REQUIREMENTS**

- Applicable First Aid Certificate relevant to the role requirements.
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA.
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate.
- Relevant certifications or registrations required for the safe and effective execution of the role.
- Be aware of, and comply with, clearance, compliance and screening procedures for employees, volunteers and contractors.

## **WORK HEALTH & SAFETY**

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

*Reference: Division 4, Section 28 – SA WHS Act 2012*

*This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.*