



St Joseph's College, Toowoomba

Duty Statement – Program Leader

Position Title – Program Leader – Mission and Identity (Tier 3)

Role Purpose – The Mission and Identity Leader has responsibility for the leadership and oversight of the implementation of all relevant aspects of the Mission and Identity program across all levels from Years 7 – 12 at St Joseph's College. This role will require collaboration with all staff, members of the College Leadership Team but in particular working closely with the House Leaders, College Chaplain and the Assistant Principal – Religious Education.

In the performance of this role, the Mission and Identity Leader will seek guidance from the Senior Leadership Team, and actively support and operate within the framework set by the current Strategic Plan for the College.

This position requires a commitment to the leadership of the College and will require a wide range of skills particularly the ability to guide, mentor, direct or influence people in achieving collective objectives, developing, engaging and inspiring others; thinking clearly; delivering outcomes and building teams.

The Program Leader is responsible for:

- The leadership and development of the Mission and Identity program in the College.
- The application of contemporary learning and teaching research to mission practice through professional development of teachers engaged in the Mission and Identity program of the College.
- Supervision of teachers engaged in the Mission and Identity program of the College.
- Induction of new teachers engaged in the Mission and Identity program of the College (or supervision of induction where it is undertaken by another experienced teacher).
- Leading staff in building meaningful relationships within which there are opportunities for personal growth for staff and students, based on encouragement, forgiveness and restorative justice.
- Pastoral care of staff engaged in the Mission and Identity program of the College.
- Other appropriate duties as required by the Principal and consistent with the level of expertise indicated above.

The Program Leader will demonstrate the following:

- A clear vision of and support for the school's mission and its underlying values and ethos.
- Leadership capacity – a broad vision that extends beyond the classroom, initiative, perseverance, acceptance of responsibility, effective organisational skill, ability to communicate appropriately and ability to foster cooperation, collaboration and collegiality.
- An appropriate level of professional qualification together with relevant experience and demonstrated expertise as a classroom teacher modelling best practice in planning, teaching, assessment and reporting.
- Empathy with young people and an ability to relate positively with them. Endeavouring to ensure that each child is known, cared for and individually monitored and challenged to grow, improve and develop through the mentor, house, discipline and welfare programs of the college.
- Professional activity through membership of professional associations and on-going professional development including participation in the St Joseph's College Professional Growth Plan process.



Typical Duties include the following:

- Working alongside the Assistant Principal Religious Education in developing Religion Curriculum plans (SLF), including links to the Religious Life of the College and Prayer scope and sequence.
- Organising and aligning service-learning activities to the Religion curriculum in each year level in collaboration with the Assistant Principal Religious Education.
- Developing and maintaining a comprehensive formation program for students in collaboration with the Assistant Principal Religious Education.
- Contribute to developing, delivering and maintaining a comprehensive formation program for staff in collaboration with the Senior Leadership Team.
- Developing a productive and supportive network of relationships with the wider community in order to allow for the implementation of a College Mission program.
- Being an active presence throughout each school day, offering support and challenging students to be better where applicable.
- Leading and assisting with the facilitation of events, camps, retreats and leadership formation of students.
- Leading service initiatives such as breakfast club, Rosies etc.
- Developing and leading a student voice strategy to inform pedagogy.
- Monitoring the holistic development of students through observing their academic, social, spiritual and physical well-being, and addressing areas of concern through appropriate social justice interventions.
- Developing a program to enliven the Edmund Rice charism of the College, including contributing to the development and delivery of The Joey's Way Curriculum.
- Liaising closely with parents in supporting their children's induction into the College.
- Contributing to the leadership of the school through active participation in College leadership meetings.
- Contributing to the leadership across the Toowoomba Catholic Schools Diocese through active participating in relevant network meetings.
- Prepare material for College publications.
- Comply with the College's OHS policy, safe work procedures, instructions and rules, particularly in the correct use of equipment. Adopt risk management strategies to minimise risk of injury to people and property in the workplace.

Authority Limits: Full authority is delegated from the Principal to the role holder to produce the desired outcomes within School and Catholic Education Office Middle Leader Role Description.

Reporting and Other Relationships: This position is directly answerable to the Assistant Principal – Religious Education, with ultimate direction coming from the Principal of the College. The Middle Leader will meet with AP-Religious Education regularly to discuss the Mission and Identity Program. The Program Leader Mission and Identity is a member of the College Leadership Team.

Conditions: Remuneration: Tier 3 (6 Units) - Tenure: 3 x 3-year cycles subject to satisfactory performance and continuance of the position.