

## Director of Mission

### ROLE DESCRIPTION

<b>ROLE TITLE:</b>	Director of Mission
<b>CLASSIFICATION:</b>	Teacher – POR 4
<b>DURATION:</b>	4 Years
<b>TIME RELEASE:</b>	The College will endeavour to allocate a release time of up to 18 hours per week
<b>COMMENCEMENT:</b>	19 January 2026
<b>RESPONSIBLE TO:</b>	Head of Secondary Campus and Deputy Principal – Pastoral
<b>KEY RELATIONSHIPS:</b>	<p><b>Internal:</b> Principal, Deputy Principals, College Leadership Team, Henley Leadership Team, Director of Religion &amp; Spirituality and Indigenous Education Coordinator, Pastoral Leadership Teams: Counsellors, Student Services Team, Teaching Staff, Administration Staff, Lasallian Minister, Parish Priest/Priest of the Region, College Board, De La Salle Brothers and Students</p> <p><b>External:</b> Parents/Caregivers, CESA, Local Church community organisations as appropriate, CESA APRIM Network, external providers</p>
<b>LOCATION:</b>	Based at the Secondary Campus, Henley Beach

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### PURPOSE AND ROLE ACCOUNTABILITY

St Michael's College is a Catholic co-educational college in the Lasallian tradition which is committed to the human and Christian education of the young, especially the poor, through: Community, Challenge and Choice.

The mission of the College has its foundations in the Catholic faith and the traditions of the De La Salle Brothers.

The religious leadership of a Catholic school is a collaborative and core endeavour led by the Principal in response to God's desire and mission that all people know themselves as loved by God and as called into relationship with God, one another and all of creation.

It is a leadership which discerns, strengthens and actively promotes the Catholic Lasallian identity and mission of Catholic schools as they participate in the mission of the Church, and is exercised in partnership with the local parish and the wider Church community. Shared religious leadership

invites all members of the school community into a deepening relationship with Jesus and the life of the Church, and through these a more just and loving engagement with the world.

The Director of Mission engages with mission in their religious leadership. Leaders, animated by the Catholic faith and in partnership with families, create a sustainable educational environment which resonates culturally and deeply within the community. In this way, leaders create opportunities for all to experience the love of God as described in John 10:10 "I have come so that they may have life and live it to the full." This bible passage very much reflects the vision and hope for education held by St John Baptist De La Salle.

The Director of Mission draws on social contexts and life experiences in their religious leadership. Catholic schools today exist in social contexts characterised by diversity, including changing religious practice and a plurality of religious faiths existing in a secular space. Religious leadership in these school communities discerns and implements meaningful, respectful and effective ways to engage students, staff and families with Christian faith. This leadership promotes the Catholic identity of a school in a way that honours the Catholic Tradition and respects and learns from the faiths of all students.

#### **DUTIES:**

##### **Leadership in Faith and Catholic Lasallian Identity**

- Promotes the mission of the Catholic Church and actively engages in its ministry
- Promotes the identity and mission of the school, supporting collegial strategic discernment and planning
- Assists the school to express its Catholic faith in contemporary and accessible ways
- Witnesses to a deep appreciation of Catholic beliefs and values
- Provides collegial collaboration in the development and implementation of the Religious Education (RE) curriculum
- Works collaboratively and in conjunction with the Director of Religion, Spirituality and Indigenous Education (role based at the primary campus)
- Promotes a vibrant sacramental life
- Provides leadership in prayer/liturgy/retreat programs and other religious celebrations
- Provides leadership in the spiritual formation of staff
- Provides leadership in the faith formation of students
- Promotes awareness of, and commitment to, issues of social justice and ecological conversion
- Promotes parish/school partnerships
- Builds on and nurtures the religious culture of the school including, the strong Lasallian charism of the College's founding community.

##### **Leadership in Learning**

- Supports a contemporary and inclusive educational vision for the College
- Fosters and demonstrates best practice in teaching and learning across the Religious Domain through formal and informal teaching involvement
- Works with the Leader of Learning - Religious Education to ensure a quality curriculum based on Crossways RE Framework for SA Catholic Schools and takes account of student needs and the requirements of Church, State and Federal bodies.

### **Leadership in Community and Culture**

- Supports parents/caregivers and community members in their role as first and continuing educators in faith
- Contributes to the creation of a safe, healthy and interdependent school community
- Fosters an open and harmonious staff culture
- Works effectively with College Board, Parish, De La Salle Brothers, Lasallian Leaders, Year Level Directors, Pastoral Support Worker, teachers, students and parent organisations
  - Fosters good relationships between the school and the Parish community
  - Promotes the school in the Parish community and ensures the school participates in the Parish community as appropriate
  - Contributes to the work of Catholic Education SA
- Ensures religious symbols are installed and maintained in the College
- Work with the College Leaders, Lasallian Leaders, Middle School Leaders, Year 12 Liturgy Group.

### **Leadership in Resource Operations**

- Provides for appropriate risk management
- Facilitates staff access to professional development in the religious domain, including Lasallian formation
- Identifies and mentors emerging religious leaders in the school community
- Contributes to the College Strategic Priorities in collaboration with the Principal, school leadership team, Primary campus and school community as it pertains to the religious domain:  
Line manages the Lasallian Minister and works collaboratively on Liturgical projects and events  
Line manages Pastoral Support Worker

### **OTHER DUTIES:**

- Perform other duties as required by the Principal and Deputy Principals
- After hours work may be required at times to assist with events
- Flexibility of working hours and days will be required during peak workload periods.

### **ROLE AND PERSON SPECIFICATIONS**

The Director of Mission will:

- be a Catholic who is an active member of a Catholic Sunday Eucharistic community
- be able to demonstrate exemplary commitment to the Catholic Church and its teaching
- be a skilled educator and committed learner
- be strongly committed to the development of the religious dimension of the Catholic Lasallian College
- have excellent skills in the design and delivery of Religious Education curriculum with demonstrated ability with employing contemporary pedagogies
- be committed to and capable of working collaboratively in a partnership model
- participate in professional review process
- A commitment to uphold and contribute to the Catholic Lasallian ethos of St Michael's College.

### **QUALIFICATIONS AND EXPERIENCE**

Essential:

- Teacher Registration (South Australia)
- Accreditation to teach in a Catholic School (CESA)

- Screening clearance and a police clearance to work in Catholic Education SA in accordance with current guidelines
- completed, or embarked upon prior to appointment (with a minimum of acceptance into the degree and enrolment in a unit), a relevant Master's Degree in Catholic Studies (e.g. Religious Education, Theological Studies or Catholic Educational Leadership) which has a substantial component of theology, or comparable qualification (e.g. a bachelor's degree of Theology). There needs to be a minimum of 4 tertiary units in theology (inclusive of scripture) across all qualifications
- At least 5 years teaching experience as a successful teacher of Religious Education
- Completion of Required Core Training programs prior to, or as soon as possible after appointment
- Active involvement in a Sunday Catholic Eucharistic community. A commitment to life-long and life-wide growth as a leader in the Catholic Church, witnessing and living out Catholic beliefs, rituals and values in committed action
- Able to demonstrate experience as a religious educator and leader in a Catholic school
- It is recommended that the Director of Mission will have completed a recognised leadership preparation program such as the Aspiring Leaders Program or possess equivalent experience
- Excellent organisational and time management skills
- Ability to foresee potential problems and develop contingency plans
- Ability to multitask and be flexible
- Ability to shift priorities in order to respond to changing requirements
- High levels of attention to detail, ability to delegate and oversee tasks.

#### **CERTIFICATIONS**

- Current Driver's Licence
- 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
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

#### **WORK PLACE 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).

### PROFESSIONAL EXPECTATIONS

- Adherence at all times to the St Michael's College Code of Conduct [CodeofConduct\\_SACCS\\_May2020.pdf](#) and [Community Charter](#)
- This Code applies to the standard for appropriate ethical and professional behaviour
- Demonstrate understanding and implementation of the Mission and Vision of St Michael's College as a Catholic school in the Lasallian tradition
- Enhance the College's relationship with external stakeholders through positive interactions and communication
- Maintain professional and courteous relationships with internal and external providers and clients
- Demonstrate the values of the College through personal behaviour
- Demonstrate safe behaviour at all times
- Comply with the College's standards and procedures in WHS
- Reporting of all WHS hazards and incidents.

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.

Position Description Review: May 2025