

# **Xavier College Two Wells Campus**

## **Position Information Document**

### **Assistant Principal Religious Identity & Mission**

- Principal
- College Leadership Team
- College Staff
- Parish Priest/Priests of the Region
- College Board and other parent organisations
- Local Church community organisations, as appropriate
- Students and Parents
- CESA staff
- CESA APRIM/REC Network
- Religious Education Curriculum Coordinator at each campus

In Diocesan schools the APRIM is responsible to the Principal for the leadership of the campus as an authentic Catholic educational community. The APRIM is also accountable, through the Principal, to the school community, Catholic Education SA and the local and wider Church community.

## Location

## Classification

## Broad Purpose

RUAH is the Hebrew word for Breath of God – this will translate as Respect; Understanding; Affection and Humour. These are guiding principles that are intrinsic to our treatment of self and each other. They complement the Salesian Charter of:

- A Home that welcomes
- A Parish that evangelises
- A School that prepares for life
- A Playground where friends meet and enjoy themselves

Diocesan Catholic schools in South Australia are established to provide quality Catholic education for students in their pre-school, primary and secondary years.

In their work with young people and their families, Catholic schools share in a significant way in the Church's mission to preach the Gospel. Therefore, the College fosters dialogue between the Gospel and people's lived experience and seeks to nurture the life of faith in each person. As a leader in a Catholic school, the APRIM is publicly committed to the ministry of evangelisation and exercises this ministry as a leader within the Diocese of Port Pirie. The life, death and resurrection of Jesus form the Gospel's core, thus the APRIM's leadership is animated by a deep and reflective faith in Jesus Christ which is expressed in, and nourished by, the Catholic Eucharistic community to which the APRIM belongs.

The APRIM role is multi-faceted. As a leader in Faith and Religious Education the APRIM works as part of the leadership team and together with the Principal, who is responsible in a unique way for the College's religious identity shapes the religious identity through the active development of Catholic ethos and culture. The APRIM, as a skilled educator, works with staff and students to implement 'Crossways' a Religious Education Curriculum Framework, which supports the integration of faith and life, thus ensuring excellent teaching and learning in a faith-centred environment. Such religious leaders are required to exercise leadership in the domains of Faith and Religious Education; Learning; Community and Culture and Resource Operations; as appropriate to their role. This leadership is expressed in the context of partnerships with family, parish, diocese, and the universal Church. It unfolds in the domains of College ethos, curriculum, liturgy, faith formation, and staff development, embracing a faith that does justice with love.

## **Key Result Areas**

### **Leadership in Faith and Religious Education**

Together with the Principal who is responsible in a unique way for the College's religious identity, the APRIM:

- Promotes the mission of the Catholic Church and actively engages in its ministry
- Articulates their own Catholic faith in a contemporary and accessible way
- Demonstrates a deep appreciation of Catholic beliefs and values
- Promotes Parish/school partnerships
- Provides leadership in the development of the Religious Education curriculum
- Promotes a vibrant sacramental life
- Provides leadership in prayer/liturgy/retreat programs and other religious celebrations
- Provides leadership in the spiritual formation of staff
- Promotes awareness of, and commitment to action, in issues of social justice
- Builds on and nurtures the religious culture of the College, including the Good Samaritan and Salesian charisms

### **Leadership in Learning**

The APRIM:

- Fosters 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.
- Provides oversight of a quality curriculum based on Crossways RE Framework for SA Catholic Schools and that takes account of student needs and the requirements of Church, State and Federal bodies
- Ensures that the curriculum and the structures that support the Crossways RE Framework address the particular requirements of students with special needs

## Leadership in Community and Culture

The APRIM:

- Supports parents 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 the College Board, Parish and parent organisations
- Fosters good relationships between the campus and the Parish community
- Promotes the campus in the Parish community and ensures the campus participates in the Parish community as appropriate
- Contributes to the work of Catholic Education SA

## Leadership in Resource Operations

### Human Resources

The APRIM:

- Facilitates staff access to professional development in the Religious Domain
- Identifies and mentors potential religious leaders in the school community
- Contributes to the College Strategic Plan in collaboration with the Principal, College leadership team and school community as it pertains to the Religious Domain
- Complies with the policies and procedures outlined in the Catholic Church Safety Manual.

### Physical Resources

- Assists the campus RECs to provide contemporary resources for teaching and learning in RE
- Provides for appropriate risk management
- Complies with the policies and procedures outlined in the Catholic Church Safety Manual

## Specific Tasks and Responsibilities at Xavier College Two Wells

The APRIM plays a key role in supporting the religious leadership of the Principal and Campus Head and the commitment of every member of staff to build and support the Catholic ethos of the College. At Xavier College this is undertaken within a framework that acknowledges the philosophical legacies of the Salesian order.

### RE Curriculum

The APRIM will provide guidance to the staff member responsible for the RE curriculum.

### Support of Staff

The APRIM is responsible for the induction of teachers new to the Religion Education learning area as well as supporting all Religious Education teachers in the College. This involves:

- Familiarising teachers with available resources
- Keeping staff up-to-date with current theology
- Organising staff professional development activities and assisting staff with their own faith development and journey

### Prayer and Liturgy

The APRIM is responsible for ensuring that prayer and liturgy have a high profile in the life of the school community by: -

- Supporting staff in their preparation and presentation of prayer in all forums
- Providing class teachers with prayer resources
- Preparing Liturgies with and for staff as required

- Providing appropriate commentary in the morning bulletin to highlight the liturgical calendar, Feast days and special celebrations and events
- Assisting classes and staff to prepare Masses, class Prayer and Liturgies
- Work with representatives from each campus in the preparation of whole-College liturgies

#### Liaison with Parish Priests

The APRIM liaises with the Parish Priests and / or College Chaplain regarding Masses and other activities such as Retreats.

#### Communication

The APRIM will be required to meet regularly with the RDC, the Principal and Campus Heads to discuss the College Religious Education program, staff professional development, liturgies, emerging issues and possible future directions and will be expected to:

- Communicate regularly with the whole staff
- Communicate regularly with parents.

#### Other duties

Provide support to the Principal and / or Campus Head by assisting in other areas and other duties as required.

#### Skills and Experience

The APRIM must possess leadership qualities that include:

- Enthusiasm and skills in leading a vision, setting goals and planning strategies
- High level of organisational, management and communication skills
- Willingness to undertake other duties as required by the Principal
- Active involvement in a Sunday Catholic Eucharistic community. A commitment to lifelong and life-wide growth as a leader in the Catholic Church, witnessing and living out Catholic beliefs, rituals, and values in committed action

Additionally, as a **Teacher** you must:

- Accept delegated responsibilities
- Apply behavior management skills in line with College policy
- Work collaboratively with a team of teachers and Education Support Officers to achieve best practice.
- Demonstrate best practice in teaching and learning
- Apply prior learning to changes that may occur from time-to-time in teaching and learning practice.
- Work in a collegiate manner to improve practice in teaching and learning and designated curriculum areas.

#### Qualifications and Training

- Teacher Registration (South Australia)
- Teacher Accreditation (Catholic Education SA)
- Masters Degree in Catholic Studies (Religious Education, Theological Studies, Catholic Leadership or a related area) OR a comparable qualification in the religious domain such as a Bachelor of Theology. (Applicants may be in the process of completing such a qualification.)
- At least 5 years of successful experience as a religious educator in a Catholic school
- Working with Children Check and Catholic Police clearance to work in Catholic Education SA in accordance with current Guidelines
- Completion of Required Core Training programs prior to, or as soon as possible after appointment
- Completion of an annual review and five-yearly review in accordance with the requirements of the Professional Review Policy for Diocesan School Leaders (2004)

- Approved Responding to Abuse & Neglect training

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 27 and 28 WHS Act 2012.

### **Performance Review**

The employee must undertake a Performance Review on the anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate and conforms with the classification levels as detailed in Appendix K of the Catholic Schools Enterprise Agreement 2017 (as amended).