Dean of Mission & Identity
Role Description
Instructions for applicants

Applicants for the position of Dean of Mission & Identity at Villanova College are asked to ensure that the following documentation is submitted by the due date:

1. A one-page letter addressed to the Principal, outlining your interest in the position.
2. A statement of no more than five pages in total addressing the Selection Criteria.
3. The completed Application Form (Teaching Position).
4. The names and contact details of at least three referees, one of whom must be the applicant’s current employer.
5. A current Curriculum Vitae, including your QCT registration number (separate document).
6. A certified copy of your relevant academic transcripts/records. Please note that this not your graduating certificate.

Please note: Applications must be received by 4pm on Monday, 24th August 2020.

All applications will be acknowledged by reply email. Please contact us if you do not receive an acknowledgement of receipt within 7 days.

Applications should be addressed to:

Email: Mr Mark Stower, College Principal
hr@vnc.qld.edu.au

Post: Mr Mark Stower, College Principal
Villanova College
PO Box 1166, Coorparoo. QLD 4151
Selection Criteria

The successful candidate will be able to demonstrate:

- Be an active member of the Catholic Church with a strong commitment to promoting the teachings of the Church
- Be able to demonstrate an understanding of the Augustinian charism
- Have a minimum of five years teaching experience in a Catholic school
- Have successful experience in a leadership position (Curriculum Area Leader, Pastoral Area Leader, etc)
- Be able to assist with the development of community amongst staff, students and parents
- Excellent communication skills in a range of formal and informal settings
- Extensive teaching experience, preferably in Religious Education
- Post graduate qualifications in education, leadership, religious education or theology
Conditions of Employment

Remuneration
The total remuneration package will be discussed at interview with shortlisted candidates.

Tenure
A five-year contract is offered with the provision of a second five-year contract subject to a successful review and continued designation of the role. All employees are subject to a six-month probation period under the Fair Work Act.

Technology/Communication Provisions
The College will provide the Dean of Mission & Identity with a laptop computer to fulfil his/her duties. This item will remain the property of the College and should be adequately maintained by the Dean of Mission & Identity. A mobile phone payment will be included.

Salary Packaging
The Dean of Mission & Identity may elect to enter into a salary package arrangement. Southgate Salary Packaging and Salary Packaging Australia are the College’s current providers.

Leave Entitlements
The Dean of Mission & Identity will have sick leave and long service leave entitlements equivalent to those offered to teachers by Award or Enterprise Agreement in Queensland.
Long service leave portability is covered under Intrastate/Interstate Catholic schools’ portability agreement.
Sick leave is portable according to arrangements relevant to the State of Queensland.
Annual leave for the Dean of Mission & Identity may only be taken in school holiday time.
ROLE DESCRIPTION

1.0 POSITION TITLE: Dean of Mission & Identity

2.0 PURPOSE/SCOPE OF POSITION – KEY RESULT AREAS

The primary purpose of the position of Dean of Mission and Identity is to promote, nurture and coordinate the development and celebration of Catholic faith and life for all in the College community. The key result areas for the position, drawn from the College's Leadership Framework are such that the role holder:

2.1 Faith Leadership

- Articulates and promotes an Augustinian vision of faith, love and truth sought in community
- Nurtures the Catholic life of the College in the spirit and tradition of the Order of St Augustine

2.2 Educational Leadership

- Maintains oversight of, and responsibility for, the holistic, high quality, inclusive participation of students in the College’s program of mission and identity activities and initiatives
- Implements a vision for ongoing learning through professional development of staff in the areas of ministry and identity

2.3 Community Leadership

- Facilitates the building up of the College community through effective communication practices and positive interpersonal skills
- Invites collaboration, consultation and participation through effective groups and associations

2.4 Strategic Leadership

- Shares in the management and implementation of the College's Strategic Plan
- Develops a culture of reflection and improvement in alignment with the Augustinian values of interiority and search for wisdom and truth

2.5 Administrative Leadership

- Ensures effective financial management within their area of responsibility
- Empowers the engagement of all through responsible delegation

3.0 STATEMENT OF RESPONSIBILITY

The role of Dean of Mission and Identity is responsible for facilitating the development and celebration of faith for all in the College community. The role holder is supported by a team
that includes College Chaplain, Service Learning Coordinator, Senior School RE Curriculum Area Leader, Middle School Humanities Curriculum Area Leader and Junior School RE Curriculum Area Leader together with staff in response to the faith needs and growth of students as young adults.

4.0 **EXAMPLES ACTIVITIES UNDERTAKEN AND/OR DUTIES COMPLETED**

4.1 **Provides pastoral and spiritual support for students, staff and parents**
- Spend informal time with students and staff (e.g. playground, classroom, excursions and other student activities)
- Mentor students during their growth and transition to adulthood

4.2 **Facilitate and coordinate opportunities for faith development of students**
- Plan and organise opportunities for and experiences of personal reflection and prayer including reflection days, retreats, forums, meetings and other similar experiences
- Contribute to the planning and organisation of whole-of-College and school liturgies and celebrations

4.3 **Advances the religious life of the College community**
- Assist in the identification and use of religious symbols, icons and spaces throughout the College
- Access and promotes opportunities for students to participate in Archdiocesan and Deanery initiatives

4.4 **Fosters and authentic experience of Catholic Augustinian community within and across the College**
- Support events and initiatives that bring the College community together in friendship
- Initiates contact with families within the College community

4.5 **Engages the College community in social justice and social action**
- Makes readily and regularly available information around issues of social justice to students, staff and parents
- Supports and resources ministry groups within and across the College community

4.6 **Encourages and facilitates connections with faith communities and agencies**
- Promotes student involvement in parish faith communities
- Nurtures ecumenical and inter-faith relationships and activities

4.7 **Facilitates ongoing professional learning and development for staff**
- Initiates and promotes professional learning for staff in ministry, mission and identity
- Maintains personal professional learning to a current and contemporary standard
5.0 AUTHORITY LIMITS

The position carries full authority delegated from the Principal to the role holder to achieve the key result areas. There is authority within the role regarding expenditure of funds and supervision of other role holders within the College. Expenditure of funds must be in accordance with approved budgets and appropriately authorised.

At all times, the Dean of Mission and Identity must act in accord with Villanova College Student Protection Policy. It is necessary that the role holder exercise judicious and prudent judgement in interactions with students.

6.0 REPORTING AND OTHER RELATIONSHIPS

The Dean of Mission and Identity reports directly to the Principal. Other significant relationships exist with members of the College Leadership Team, College Chaplain and Service Learning Coordinator.