



VILLANOVA COLLEGE



Dean of Mission and Identity Role Description



DEAN OF MISSION AND IDENTITY

Instructions for applicants

Applicants for the position of Dean of Mission and Identity at Villanova College are invited to submit the following documents by the due date:

1. A Cover Letter of no more than two (2) pages outlining your suitability for the role, aligned to the role description and addressing the selection criteria for the role.
2. The names, contact numbers and email addresses of two referees, one of whom must be the applicant's current employer.
3. A current resume, including your Queensland College of Teachers (QCT) registration number.

Please note: Applications must be submitted via Seek by 4pm, Monday 25 November 2024.

Applications should be addressed to Mr Paul Begg, College Principal via **Seek**. All applications submitted via Seek will be acknowledged by reply email. Please contact us if you do not receive an acknowledgement of receipt within seven (7) days.

For further information and/or a confidential discussion regarding the role please contact Candice Sheldon, Director of Human Resources on 3394 5511 or hr@vnc.qld.edu.au

Villanova College is committed to providing timely and respectful communication to all applicants. Following the interview process, all candidates will be notified of the outcome, and we will provide constructive feedback to shortlisted candidates upon request.

We value the time and effort each candidate invests in their application and appreciate their interest in joining our community.

Commitment to Inclusion, Diversity and Child Safety

At Villanova College, we are committed to fostering an inclusive, safe, respectful, and diverse workplace that values the unique perspectives and contributions of all individuals. We encourage applications from people of all backgrounds, including but not limited to, different genders, ages, cultural and linguistic backgrounds, abilities, experiences, and First Nations peoples.

We acknowledge the Traditional Custodians of the land on which the College is situated, and we pay our respects to their Elders—past, present, and emerging. We recognise their deep and enduring connection to Country, culture, and community, and are committed to building respectful, collaborative relationships with First Nations peoples. Villanova College is a place of teaching and learning that honors and draws strength from this connection.

As an equal opportunity employer, we are dedicated to providing fair and equitable access to professional growth and development for all employees. We value diversity and seek to ensure that our workplace reflects and respects the communities we serve.

Villanova College is also committed to providing a child-safe environment that is free from harassment, bullying, and discrimination. Our robust human resources and recruitment practices, including comprehensive background checks (working with children, police, and references), ensure that we recruit individuals who align with our values and our commitment to safeguarding students.

All employees are required to adhere to the Villanova College Student Protection Policy and other relevant College policies and procedures. Employees must exercise sound judgment and professionalism in all interactions with students and the broader community, reflecting the values of integrity, respect, and care that define our College.



DEAN OF MISSION AND IDENTITY

Selection Criteria

The successful candidate will demonstrate the following key selection criteria:

- 1. Commitment to Catholic Faith and Charism**
Demonstrated active membership in the Catholic Church with a strong commitment to promoting its teachings, along with a clear understanding of the Augustinian charism.
- 2. Leadership and Experience in Catholic Education**
A minimum of five years' teaching experience in a Catholic school, with proven success in a leadership role (e.g., Curriculum Area Leader, Pastoral Area Leader) and the ability to foster community among staff, students, and parents.
- 3. Expertise in Religious Education**
Extensive teaching experience, preferably in Religious Education, with a strong ability to integrate faith into the curriculum and school life.
- 4. Communication and Interpersonal Skills**
Exceptional communication skills, demonstrated across a range of formal and informal settings, with the ability to build relationships and engage effectively with staff, students, and parents.
- 5. Educational and Professional Qualifications**
Postgraduate qualifications in education, leadership, religious education, theology, or a related field, demonstrating a commitment to ongoing professional development.



Conditions of Employment

Remuneration

The total remuneration package will be discussed with shortlisted candidates during the interview process. We strive to offer a competitive package that reflects the qualifications, experience, and responsibilities of the role, in line with relevant industrial agreements and best practice.

Tenure

This position is offered on a five-year contract, with the possibility of renewal for a second five-year term, subject to a successful performance review and the continued designation of the role. All employees are subject to a six-month probationary period, which provides an opportunity for both the College and the employee to assess the suitability of the appointment.

Technology/Communication Provisions

To support the responsibilities of the role, the College will provide the Dean of Mission and Identity with a laptop for professional use. The laptop remains the property of the College and should be maintained in good working condition. A mobile phone allowance will also be provided to assist with communication requirements, reflecting the College's commitment to ensuring staff have the tools they need to succeed.

Salary Packaging

The Dean of Mission and Identity may choose to enter into a salary packaging arrangement, providing greater flexibility and potential tax benefits. The successful candidate will be provided further information and support to assist in understanding salary packaging options.

Leave Entitlements

The Dean of Mission and Identity will receive leave entitlements that align with those provided to teachers within the *Catholic Employers Single Enterprise Collective Agreement Religious Institute Schools 2023-2026*.

Personal/Long Service Leave Entitlements are portable under the Intrastate/Interstate Catholic Schools' Portability Agreement.

The College encourages a healthy work-life balance and supports staff in managing their leave entitlements in a way that promotes wellbeing and professional effectiveness.

Annual leave is to be utilised during school holiday periods, in line with the operational requirements of the College.



ROLE DESCRIPTION

1.0 POSITION TITLE: Dean of Mission and Identity

2.0 OUR VISION AND MISSION

With a focus on 'Setting Our Future', Villanova College's Vision is to strive for excellence in boys' education as an Augustinian community, one in mind and heart on the way towards God. We embrace the living traditions of the Catholic Church, enriching the mission of the Archdiocese of Brisbane with our Augustinian charism and organisational independence. All staff at the College are expected to support the ideals and principles of a Catholic school. Within our College, the wellbeing and safeguarding of our students, staff and wider community is paramount.

Villanova believes that education is the formation of the whole person within a faith community. Our community promotes life-long learning through continually challenging itself in the restless search for Truth.

3.0 PURPOSE OF THE POSITION

The role of the Dean of Mission and Identity at Villanova College is to lead and foster the spiritual, faith, and pastoral development of all members of the College community. Working collaboratively with a dedicated team, including the College Chaplain, Director of Service Learning, Mission & Identity Program Officer, and Head of Faculty (Religious Education), the Dean of Mission and Identity ensures that the College's Catholic and Augustinian values are integral to the daily life of students, staff, and families.

This role is pivotal in nurturing the faith formation of students as they grow into young adults, providing opportunities for reflection, prayer, and social justice action, while guiding the College community in the celebration and deepening of its religious life. The Dean is a key driver in supporting the College's mission, vision, and strategic goals, with a particular focus on creating an authentic Catholic Augustinian community that engages all in the journey of faith, service, and social responsibility.

Values
Community
Humility
Interiority
Search for Truth

Setting our Future – Strategic Goals
Augustinian Identity and Mission
Transforming Teaching and Learning
Student Wellbeing
Stewardship

4.0 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:

4.1 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.

4.2 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.

4.3 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.

4.4 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.

4.5 Administrative Leadership

Ensures effective financial management within their area of responsibility.

Empowers the engagement of all through responsible delegation.

5.0 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, Director of Service Learning, Mission & Identity Program Officer and Head of Faculty (Religious Education), together with all college staff in response to the faith needs and growth of students as young adults.

6.0 EXAMPLES OF ACTIVITIES UNDERTAKEN AND/OR DUTIES COMPLETED

6.1 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.

6.2.1 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.

6.2 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.

6.3 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.

6.4 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.

6.5 Encourages and facilitates connections with faith communities and agencies.

- Promotes student involvement in parish faith communities.



- Nurtures ecumenical and inter-faith relationships and activities.
- 6.6 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.

7.0 MEMBERSHIPS, QUALIFICATIONS AND SKILLS

- Essential Qualifications & Experience
- Tertiary qualifications in Education, Religious Education, Theology, or a related field.
- Minimum of five years' teaching experience, preferably in a Catholic educational setting.
- Current Queensland College of Teachers (QCT) registration.
- A demonstrated commitment to professional development, particularly in the areas of mission, ministry, and Catholic education

8.0 DISCRETIONARY REQUIREMENTS AND SKILLS

Higher expectations outside of the Tier/relevant Leadership limit to be agreed upon successful appointment.

9.0 GOVERNANCE AND COMPLIANCE REQUIREMENTS

At all times, the role holder must act in accordance with and adhere to all College Policies, Procedures and Workplace Health and Safety requirements such as:

- College and Augustinian Values
- Code of Conduct
- Social Media Guidelines for Staff
- Workplace Health and Safety Policy
- Anti-Discrimination, Bullying and Harassment Policy
- Student Protection Policy and Child Safeguarding Guidelines

This role must ensure that health and safety policies and practices, including risk assessments, throughout the faculty/department are in-line with national requirements and are updated where necessary, therefore liaising with the school's Risk and Compliance Officer.

10.0 COMMERCIALITY/ 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.



11.0 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, Director of Service Learning and Mission & Identity Program Officer

12.0 REMUNERATION AND ENTERPRISE COLLECTIVE AGREEMENT TERMS

This fixed-term, full-time, higher-duties Position of Senior Leadership appointment cycle is effective for five (5) years, from 2025 – 2029. The remuneration allowance or Substantive Salary will be paid in accordance with the *Catholic Employers Single Enterprise Collective Agreement – Religious Institutes Schools Queensland 2023 – 2026*.

Applicants for the position must be QCT Registered:

- this Senior Leadership appointment will have a teaching load; and
- an underlying permanent base teaching position will compliment this higher-duties, fixed-term appointment.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary

