



CATHOLIC COLLEGE SALE

Assistant Principal Faith and Mission

Position Description

Position	Assistant Principal
Time Release	FTE 1.00 (with 24 Period Time Release)
Reporting to	The Principal
Appointment Period	4 years, commencing 2027 (Level – DP 2.1)
Scope	Whole of the school

About this role

The position of Assistant Principal Faith and Mission is a senior leadership position in the College and is part of the Leadership Team, which consists of: Principal; Deputy Principal Learning and Wellbeing; Deputy Principal Learning and Teaching; Business Manager; Director of Senior Studies/Engagement Year 11-12; Director of Engagement Year 7-10; and Director of Student Growth.

The Assistant Principal: Faith and Mission is a key member of the College Leadership Team responsible for animating the Catholic identity of Catholic College Sale. Drawing upon the rich heritage of the Marist Brothers and Sion Sisters, the role seeks to foster a vibrant faith community where all are known, valued, and inspired to grow in faith, learning, and service. Through leadership of Religious Education, faith formation, liturgy, and mission, the Assistant Principal: Faith and Mission ensures that the Gospel remains at the heart of the College's vision, relationships, and educational practice.

Duties

As a member of the Leadership Team, the Assistant Principal Faith and Mission will collaborate with other members of the College Leadership Team to implement the College's Strategic Plan and ensure that the Catholic identity of the College and Marist-Sion charism is sustained and nourished.

As required, the Assistant Principal Faith and Mission will deputise for the Principal during short term absences when the Deputy Principal Learning and Wellbeing and Deputy Principal Learning and Teaching are unavailable.

Team Memberships

College Leadership Team

Faith and Mission Team

Parish Council

Other teams, as directed by the Principal

The Assistant Principal Faith and Mission will lead and collaborate with the following positions

- Learning Area Leader – Religious Education
- Head of Performing Arts and Liturgical Music Coordinator
- Game Changers Coordinator
- FIRE Carrier Team (Friends Igniting Reconciliation through Education)
- Other teams, as directed by the Principal

Members of the Leadership Team will actively

- Promote the mission and Catholic ethos of the College;
- Model a leadership style and approach based on a model of Christian service permeated by the spirit of the Gospel and inspired by the Marist-Sion charisms;
- Collaborate with other members of the Leadership Team to creatively implement the strategic goals of the College;
- Work in an honest, open, creative and flexible manner that contributes positively to the efficacy of the Leadership Team;
- Provide opportunities for staff input and feedback into the Faith and Mission initiatives of the College;
- Represent the College in external forums; and
- Deputise for other members of the Leadership Team as required.

Senior Leadership Professional Obligations

- Be an active member on various internal and external committees, as directed by the Principal;
- Maintain professional working relationships and represent the College at relevant external bodies and authorities as appropriate;
- Maintain professional working relationships with other schools; and
- Make a professional contribution to educational bodies outside of the College.

Legal Compliance, Child Protection and Policy Development

- To ensure that College policies relevant to the role are in compliance with the law and meet government statutory authority expectations;
- Support and comply with the implementation of Catholic College Sale's Child Safe Policy, Code of Conduct, and other College policies and procedures relating to child safety;
- To be aware of and adhere to legislation and College policy relevant to the duties undertaken, including but not limited to: child safety; equal employment opportunity, supporting equity and fairness; occupational health and safety, supporting a safe workplace; privacy; staff/student relationships: conflict of interest, etc; and
- Ensure that relevant policies are reviewed annually (or timeline otherwise determined) by the College Policy Committee and ratified by the College Board.

Essential Criteria

The successful candidate will have post-graduate academic qualifications, extensive teaching experience, relevant professional development and a strong commitment to Catholic education, as well as leadership experience in a Catholic secondary school.

Mandatory Requirements

- Accreditation to Teach and Lead in a Catholic School (or willingness to obtain).
- Relevant teaching qualifications and current teacher registration.
- Postgraduate qualifications in Theology, Religious Education, Catholic Leadership, or a related field (or substantial progress towards such qualifications) would be highly regarded.

KEY SELECTION CRITERIA

1. Mission-Centred Catholic Leadership

Demonstrated commitment to the mission of Catholic education and the evangelising work of the Church, with the capacity to provide authentic faith leadership and strengthen Catholic identity within a contemporary educational context.

2. Leadership of the Marist-Sion Charism

Demonstrated understanding of, and commitment to, the Marist and Sion traditions, with the capacity to animate and embed these charisms across all dimensions of College life and culture.

3. Strategic Leadership of Faith and Mission

Proven ability to develop, implement and evaluate strategic initiatives that enhance Catholic identity, faith formation, evangelisation and mission integration across a complex educational organisation.

4. Educational and Religious Education Leadership

Demonstrated success in leading excellence in Religious Education curriculum, pedagogy, assessment and staff development, with a commitment to improving student learning outcomes and engagement.

5. Formation, Liturgy and Spiritual Development

Capacity to provide leadership in faith formation, prayer, liturgy, retreats and spiritual development for students, staff and families, fostering deep and meaningful engagement in the life of faith.

6. Justice, Service and Student Engagement

Demonstrated commitment to Catholic Social Teaching and experience leading social justice, reconciliation, service-learning and youth ministry initiatives that empower students to contribute positively to their communities.

7. Community and Church Partnerships

Highly developed interpersonal and communication skills with the capacity to build productive partnerships with parishes, diocesan agencies, families, community organisations and educational networks.

8. Leadership Capability and Professional Practice

Proven leadership experience with demonstrated strengths in strategic planning, change management, staff development, organisational leadership, decision-making, accountability and continuous improvement.

KEY RESPONSIBILITIES

The Assistant Principal Catholic Faith and Mission has major responsibilities in the areas of:

1. Strategic Leadership of Catholic Identity and Mission

- Provide strategic leadership for the development and implementation of the College's Catholic Identity and Mission priorities.
- Lead the integration of faith, learning, wellbeing, service and community engagement within the College Strategic Plan.
- Monitor, evaluate and report on initiatives that strengthen Catholic identity and mission effectiveness.
- Use data, research and feedback to drive continuous improvement in faith formation and mission initiatives.

2. Leadership of the Marist-Sion Charism

- Promote and strengthen the distinctive Marist-Sion identity of Catholic College Sale.
- Ensure the values, traditions and stories of the Marist Brothers and Sion Sisters remain visible and relevant in contemporary College life.
- Develop programs that deepen understanding of the College's heritage among students, staff and families.
- Foster a culture characterised by presence, simplicity, family spirit, love of work, the way of Mary, relationship, encounter and understanding.

3. Faith Formation and Evangelisation

- Lead the design, implementation and evaluation of faith formation programs for students, staff and families.
- Develop opportunities for staff formation and leadership development in Catholic identity and mission.
- Promote opportunities for prayer, reflection, retreat and spiritual growth throughout the College.
- Lead programs that foster student engagement in faith, discipleship and service.

4. Religious Education Leadership

- Provide strategic oversight of Religious Education curriculum, pedagogy and assessment.
- Lead the Learning Area Leader - Religious Education in promoting excellence in teaching and learning.
- Ensure Religious Education programs comply with diocesan and system requirements.
- Support teachers in delivering engaging, contemporary and academically rigorous Religious Education programs.

5. Liturgy, Youth Ministry and Social Justice

- Lead and oversee the liturgical life of the College.
- Coordinate major College liturgies, celebrations and faith events.
- Provide oversight of youth ministry initiatives, including Game Changers and the FIRE Carrier Program.
- Lead initiatives that promote Catholic Social Teaching, reconciliation, outreach and service.
- Support student leadership programs that encourage action for justice and the common good.

6. Community and Parish Engagement

- Strengthen relationships with the local parish, Diocese of Sale and wider Church community.
- Represent the College at diocesan, educational and community forums as required.
- Promote meaningful engagement between the College, families and parish communities.
- Foster partnerships that enhance Catholic identity, faith formation and community participation.

Other

- Provide regular articles for publication in College newsletters on Faith and Mission matters;
- Creation and management of all related budgets;
- Conduct Annual Review Meetings of selected relevant staff;
- Foster collaborative partnerships with the local parish;
- Attendance at key College and parish events as a senior Leadership Team member;
- Oversight of relevant charitable fund-raising activities within the College;
- The Assistant Principal Faith and Mission may be required to work and/or attend planning meetings at times during the school holidays; and
- Perform other duties as may be required by the Principal.

The successful candidate should have

- An active membership of a Catholic Eucharistic community and a commitment to the ethos, values and vision of Catholic College Sale;
- Demonstrated experience in working as an educator with young people and suitability for this work, including an understanding of child safety, appropriate behaviours when engaging with young people and legal obligations relating to child safety;
- A proven record of success as a leader of learning in secondary schools, with an extensive knowledge of current educational theory and practice;
- Demonstrated capacity to share in the work of the leadership of the College through being present at extra-curricular activities and representing the school at other forums;
- Well-developed skills including strategic planning, decision-making, change management, problem solving, time-management and communication.

APPLICANT RESPONSE QUESTIONS

Applicants are requested to address the following questions, providing specific examples and evidence from their professional experience. Responses should not exceed three pages in total.

1. Mission, Catholic Identity and Charism

Describe your commitment to the mission of Catholic education and your experience in providing faith-centred leadership within a contemporary educational setting.

In your response, outline:

- How you have strengthened Catholic identity and the evangelising mission of the Church within a school community.
- Your understanding of the Marist and Sion charisms and how you have promoted and embedded these traditions across the life, culture and strategic direction of a school.

2. Strategic Leadership of Faith, Formation and Religious Education

Provide examples of your leadership in developing and implementing initiatives that have enhanced faith formation, Catholic identity, evangelisation and mission integration.

In your response, outline:

- Your leadership of Religious Education curriculum, pedagogy, assessment and staff development.
- Your experience leading faith formation, prayer, liturgy, retreats and spiritual development opportunities for students, staff and families.
- How you have evaluated the effectiveness and impact of these initiatives.

3. Student Engagement, Justice and Community Partnerships

Describe how you have promoted Catholic Social Teaching through student engagement, service or ministry initiatives.

In your response, outline:

- Your leadership of social justice, reconciliation, service-learning, outreach or youth ministry programs.
- How you have empowered students to contribute positively to their communities.
- Your experience building and sustaining productive partnerships with parishes, diocesan agencies, families, community organisations and educational networks.

4. Leadership Capability and Professional Practice

Drawing on a significant leadership experience, describe how you have successfully led improvement, change or strategic development within a school or educational organisation.

In your response, outline:

- Your approach to strategic planning, change management and organisational leadership.
- How you have developed and supported staff capability.
- The processes you used to ensure accountability, sound decision-making and continuous improvement.
- The impact and outcomes of your leadership.

APPLICATION PROCESS

The Assistant Principal Faith and Mission of Catholic College Sale will be employed by Catholic College Sale Limited and appointed by the Principal in conjunction with the College Board of Directors. To complete your application, you are required to provide the following documents by the closing date:

1. Cover Letter and Curriculum Vitae to be sent to principal@ccsale.catholic.edu.au
2. Response to the criteria as listed above. As a guide, 350-400 words per criterion, and the full response should not exceed three A4 pages.

Applicants invited for an interview will be required to provide, at the time of interview, scanned certified copies of the following documents:

1. Initial teacher qualifications and further completed formal studies.
2. Current Victorian Institute Teaching registration or interstate equivalent.
3. Current Working with Children Check.
4. Current Criminal Record Check.
5. Accreditation to Teach Religious Education in Victorian Secondary Schools or interstate equivalent.

Conditions of Employment

An attractive package that recognises the candidate's experience and the particular needs of relocation, where required, will be negotiated.

Employment Collection Notice

In applying for this position, you will be providing the selection panel and Catholic College Sale Ltd with personal information.

1. If you provide to Catholic College Sale Ltd personal information, for example your name and address or information contained on your curriculum vitae, the information will be collected in order to assess your application.
2. Information concerning you may be collected from other parties. These will most commonly be those referees you have nominated, but the selection panel does reserve the right to contact other parties who may be able to assist in its deliberations.
3. In applying for this position, you agree that Catholic College Sale Ltd may store all the information about you until the end of the current year.
4. You may seek access to your personal information that is held about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. Catholic College Sale Ltd will not disclose information about you to a third party without your consent.
6. If you provide Catholic College Sale Ltd with the personal information of others, you will be encouraged to inform them that you are disclosing that information to Catholic College Sale Ltd and why; that they can access that information if they wish; that Catholic College Sale Ltd does not usually disclose the information to third parties and that we may store their information until the end of the current year.
7. Please click here to view the [Privacy Policy](#).

Catholic College Sale Ltd is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people.

Catholic College Sale Ltd is a child safe organisation. We require successful applicants to obtain and maintain satisfactory National Police Certificates and Employee Working with Children Checks or Victorian Institute of Teaching registrations.