



Saint Ignatius College Geelong

Position of Leadership

Director of Ignatian Ethos and Identity

Tenure:	3 year term
Reports to:	Deputy Principal (Staff, Identity & Operations)
Classification:	POL 4
Reduction in scheduled class time (up to a max. number of periods of):	10 periods per week
Direct Reports:	Justice Coordinator Community Service Coordinator Environment Coordinator Youth Ministers

Context

At Saint Ignatius College Geelong, we believe that the Servant leadership model of leadership is fundamental to an Ignatian school. Middle Leaders support the College Executive by ensuring the College community experiences coherent, coordinated, collegial and competent leadership.

Middle Leaders are integral to ensuring that the culture and climate of the College maximise the learning, wellbeing, faith formation and progress of every student, every year.

A Middle Leader needs to be a learner who is adaptable, resilient, supportive of colleagues and has the skills necessary to translate the College's strategic plans into achievable processes, manage the day-to-day functioning of their area and provide leadership and management support for staff in their area. Their effectiveness comes from middle leaders placing learning at the heart of what they do. In this sense, we can think of the middle leadership role as 'the engine room of sustainable improvement' of our College.

Middle leadership must be built on knowing the area you are responsible for in-depth, where it aims to be in the future, and the path you and the wider team will have to navigate to ensure progress.

All leaders at our College must build their leadership capacity by developing and demonstrating the four key pillars that make effective performance and underpin the key team and individual behaviours that drive wellbeing and learning:

- **Empathy** – by building trust, respect, and understanding
- **Clarity** – by building dialogue, discussion, focus and accountability
- **Engagement** – by building teamwork, empowerment, and shared ownership
- **Learning** – by building in feedback, professional development and challenges

Our leadership motto is "St Ignatius. Inspiring me to be a leader."

All staff members at Saint Ignatius College Geelong provide the best possible child safe learning environment and pastoral care for each student according to the College Mission Statement and the Characteristics of Jesuit Education.



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At Saint Ignatius College, staff will possess an understanding of their students as a learner within the Student Effective Learning Formation framework (SELF). SELF frames our aspirations for the formation of the whole person. It will guide us as educators in planning, implementing and evaluating an authentic and contemporary Ignatian education.

The Director of Ignatian Ethos and Identity (DIEI) supports the Deputy Principal (Identity) to enhance the Catholic and Ignatian ethos and identity of the College Community.

The Director of Ignatian Ethos and Identity is a member of the Ethos and Identity Committee. They work with the Deputy Principal (Identity) to ensure an unrelenting focus on learning, faith development and wellbeing across the College and to support staff in the provision of contemporary and effective learning and faith formation opportunities supporting the School Improvement Plan. They work with other key stakeholders to ensure the development of the whole person, encapsulating the Jesuit Latin term 'Cura Personalis'; having concern and care for the entire individual.

The Director of Ignatian Ethos and Identity commits to the vision and values of the College as articulated in the College Mission and Vision Statement and College School Improvement Plan.

The Director of Ignatian Ethos and Identity works with and supports others in creating a culture of learning, faith and wellbeing for all in the Ignatian tradition.



1. College Leadership

- 1.1. Work with the Principal and Deputy Principals to actively and publicly promote the Catholic and Ignatian ethos of the College
- 1.2. Provide leadership by actively and publicly supporting the College's Mission and Vision Statement and in implementing the School Improvement and Annual Action Plans
- 1.3. Embed high expectations of staff and students in the pursuit of striving for the Magis
- 1.4. Support teams and individuals to deal constructively with change and monitor and evaluate the effectiveness of change
- 1.5. Develop authentic and respectful relationships with students, staff and parents/carers, promoting collegiality and open conversations
- 1.6. Be a positive role model for colleagues and students and demonstrate a commitment to life-long learning
- 1.7. Uphold the professional standards of this role
- 1.8. Be readily available and accessible during school, attend College events and meetings as required



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1.9. Undertake any duties as delegated by the Principal.

2. Educational Leadership

2.1. The role of the Director of Ignatian Ethos & Identity (DIEI) is to support the Deputy Principal (Staff, Identity & Operations) to ensure the Ignatian Charism and Catholic ethos and identity underpin all aspects of College life and to promote and provide opportunities for spiritual growth and development for all in the community. This includes supporting the goals of the College Mission, Vision and Values, through modelling of personal growth and development and a style of leadership which is rooted in service. The DIEI works within the spirit of the Ignatian ethos, as outlined in the Saint Ignatius College Mission Statement, Vision and Values statements, and in particular as a member of the Ethos and Identity Team

- 2.1.1.** The DIEI will work closely with a number of other staff such as the Learning Area Leader - Religious Education, Coordinators - Justice, Community Service & Environment, RE Teachers, Youth Ministers and Chaplains to ensure that the various dimensions of the College's Faith life are accorded their due prominence and are well organised
- 2.1.2.** To establish and maintain opportunities for students, parents and staff to express the spiritual, practical and devotional elements of their Faith
- 2.1.3.** To coordinate, in cooperation with colleagues, various Faith formation opportunities, including: Reflection Days, Retreats, Masses and Liturgies and Prayer
- 2.1.4.** Promotion of the Catholic and Ignatian ethos and identity
- 2.1.5.** Promote, develop and implement professional learning and faith formation programs
- 2.1.6.** Facilitate the Enhancing Catholic School Identity (ECSI) program
- 2.1.7.** Lead, develop and implement extra-curricular activities that support faith development
- 2.1.8.** Induction to new staff
- 2.1.9.** Plan, manage and develop symbolism around the College
- 2.1.10.** Ensure the Catholic and Ignatian ethos and identity is incorporated into all programs where appropriate and provide support to staff members to do this.

2.2. Liturgy and prayer

- 2.2.1.** Promote and organise major liturgical celebrations
- 2.2.2.** Promote and coordinate opportunities for prayer, reflection and liturgical celebrations
- 2.2.3.** Manage the relevant resources for prayer and liturgy in the College.

3. Leadership of Staff

- 3.1.** Demonstrate excellent interpersonal skills and the capacity for effective communication
- 3.2.** In collaboration with the Deputy Principal (Identity), plan and implement staff professional learning and formation programs supporting the Colleges priorities
- 3.3.** Supporting, and assisting various colleagues (eg., YLCs) in the coordination and celebration special events and celebrations, such as, Liturgies, Masses and Celebration Evenings.
- 3.4.** Assisting fellow colleagues in the collaborative planning of curriculum implementing the Ignatian Pedagogical Paradigm.



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4. Specific Responsibilities

- 4.1.** The role of the Director of Ignatian Ethos and Identity is to unrelentingly support the Deputy Principal (Staff, Identity & Operations) to foster and focus on the Ignatian charism and Catholic ethos and identity of the College.
- 4.2.** The Director of Ignatian Ethos and Identity has the unique role of promoting and enhancing the Ignatian ethos and identity of the College through prayer, liturgy, College and Year Level Masses, signs and symbols, retreats, events, formation, supporting Feast Day, Immersion Experiences, the Social Justice and Community Service Programs, promotion of Ignatian ideologies (eg. Parent information evenings, staff induction) and communications (eg. Newsletter, website etc.) and the CSYMA program.

4.3. Mission/Ethos

- 4.3.1.** The DIEI has an understanding of and commits to supporting the mission and ethos of formation within the school by:
 - 4.3.1.1.** Supporting the sacramental, liturgical, ritual and prayer life of the school, incorporating and introducing Ignatian elements to further the engagement to the story of our patron
 - 4.3.1.2.** Ensuring that the teachings, values and practices of Ignatian Spirituality form a foundation for learning and teaching
 - 4.3.1.3.** Establishing positive relationships including engagement in the pastoral care of students, parents and staff, and supporting their spiritual and moral development
- 4.3.2.** To maintain and broaden knowledge of liturgical principles and practices recognized in the Archdiocese of Melbourne
- 4.3.3.** Prepare liturgies where full and active participation of all present can be achieved.
- 4.3.4.** To continually develop a knowledge of scripture in order to prepare meaningful and relevant liturgies
- 4.3.5.** To continually develop knowledge of best practice in regards to youth prayer, Liturgy and retreats to prepare meaningful and relevant faith development experiences
- 4.3.6.** To continually develop knowledge of the Ignatian charism in order to incorporate this into prayer and liturgies
- 4.3.7.** To provide professional learning for staff on skills required for the carrying out of their roles in ministry
- 4.3.8.** To develop and oversee the establishment and ongoing support for student leadership in the Faith area
- 4.3.9.** Be a part of the Ethos & Identity Committee
- 4.3.10.** Effective and efficient involvement in the faith life of the school.

4.4. Professional Practice

- 4.4.1.** The DIEI demonstrates effective practices in learning and teaching and supports the development and maintenance of positive relationships with students, parents and colleagues by:



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- 4.4.2.** Facilitate an ordered formation program for both students and staff, which is open to parents in accordance with the Jesuit Province of Australia Guidelines
- 4.4.3.** Collaboratively developing and implementing quality curriculum programs which align with the Ignatian Pedagogical Paradigm.
- 4.4.4.** Working collaboratively with the Ethos and Identity Team, teachers and other staff members in contributing to the faith life of the school.
- 4.4.5.** Instigating and coordinating opportunities for faith-deepening experiences, such as the Retreat in Daily Life experience, student retreats, Immersion Trips, Social Justice and Community Service and Ignatian Pilgrimage.

4.5. Professional Engagement

- 4.5.1.** The DIEI fosters and develops appropriate professional relationships with parents, carers and the wider school community by:
 - 4.5.1.1.** Encouraging and supporting the involvement of the school and students in the life of the church
 - 4.5.1.2.** Engaging the wider community, in learning and teaching of Ignatian Formation Programs
 - 4.5.1.3.** Review current practices, evaluate their effectiveness and make necessary changes
 - 4.5.1.4.** Explore different approaches to youth Eucharistic and other liturgical celebrations
 - 4.5.1.5.** To undertake professional learning and apply this to planning and evaluation of experiences
 - 4.5.1.6.** Provide staff PD sessions
 - 4.5.1.7.** To support the Liturgy Captain so he/she can fulfill their role
 - 4.5.1.8.** To administer a process for the identification and selection of students for student achievement Awards related to Faith based activity
 - 4.5.1.9.** To arrange, in cooperation with the Leadership Development Coordinator, relevant Faith-related elements of the Personal Development programs, including guest speakers.

4.6. Professional Learning

- 4.6.1.** The DIEI commits to maintaining currency of professional knowledge and skills and participating in the school renewal processes by:
 - 4.6.1.1.** Using the beliefs and values of Catholic Education Melbourne curriculum and religious education documents to evaluate learning and teaching practices
 - 4.6.1.2.** Utilising the collaborative wisdom of the Gonzaga Network in generating and implementing 'Ignatian inspired' quality curriculum
- 4.6.2.** Maintaining a high level of knowledge relevant to their role of DIEI
- 4.6.3.** Attend professional development offered in the area of liturgy and report back to the Executive Team and RE Teachers.



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4.7. Liturgy and Prayer

- 4.7.1.** The planning for liturgical celebrations and prayer for the College.
- 4.7.2.** School Liturgies eg. Ash Wednesday, Easter.
- 4.7.3.** Beginning of Year Masses T1
- 4.7.4.** Yr 7 Welcome Mass T1
- 4.7.5.** Four whole school assemblies T1-4
- 4.7.6.** Prayer –Staff (Bulletin & Briefing) T1-4
- 4.7.7.** Prayer – Student Bulletin T1-4
- 4.7.8.** Staff meetings T1-4
- 4.7.9.** Yr 12 Valete Mass T4
- 4.7.10.** Newsletter (Catholic identity theme article) T1-4
- 4.7.11.** Immersions, Trips, Camps – support eg. journals, prayers, liturgies
- 4.7.12.** Retreats – Masses and assist T1-4
- 4.7.13.** Funerals & other school events – Responses as needed
- 4.7.14.** Masses, liturgies for staff and parents T1-4
- 4.7.15.** Lead and support year level Masses
- 4.7.16.** To ensure that prayer continues to be an integral part of all that we do at Saint Ignatius College by providing meaningful and reflective opportunities for prayer for staff, students and the wider community.
- 4.7.17.** Liaise with
 - Head of Performances
 - Choir Coordinator
 - Priests
 - Jesuits
- 4.7.18.** Any other duties as delegated / directed by the Principal.
- 4.7.19.** Regular communication with staff, parents, students and external bodies.
- 4.7.20.** Initiation of substantial, on-going evaluation of activities and programs.
- 4.7.21.** Contribution of written reflections for the Newsletter and Magis.
- 4.7.22.** To develop and oversee the establishment and ongoing support for student leadership in the Faith are including for example, Liturgy Captain.
- 4.7.23.** Annually review the Culture of Prayer Framework with the Ethos and Identity Team.
- 4.7.24.** Any other duties as required by the Principal or Deputy Principal.



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4.7.25. Plan and support staff with Masses and Liturgies:

- Preparation of prayers
- Formulation of Running Sheet and where applicable Mass booklets
- Preparation of Keynote/Power Point presentation
- Organisation and notification of readers
- Liaison with celebrant
- Liaison with choir, orchestra and music performers and music department staff
- Running of rehearsals
- Preparation and set up of Mass requirements.
- Gather feedback on Masses and liturgies

4.7.26. As part of the Ethos and Identity team, review current practices, evaluate their effectiveness and make changes accordingly.

4.7.27. As part of the Ethos and Identity team, arrange for celebration of significant occasions in the Church calendar to be appropriately recognised.

4.8. Provide articles for newsletter, Magis and Annual Report

4.9. Other duties as directed by an Executive member.

5. General Accountabilities of all Staff

5.1. Attend all relevant staff meetings, assemblies, College masses, community days and staff professional learning days

5.2. Demonstrate professional and collegial relationships with colleagues

5.3. Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning

5.4. Adhere to the College's professional dress code for staff

5.5. Demonstrate alignment and support for the Catholic and Ignatian ethos of the College

5.6. Support the Mission, vision and values of the College as articulated in the School Improvement Plan

5.7. Be familiar with and comply with College policies and procedures

5.8. There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

6. Commitment to Child Safety

6.1. Demonstrate Duty of Care to students in relation to their physical and mental wellbeing

6.2. Provide students with a child-safe environment.

6.3. Be familiar with and comply with the College's ChildSafe Policy, Code of Conduct, and any other policies for procedures relating to child safety

6.4. A demonstrated understanding of appropriate behaviour and legal obligations relating to child safety.

A performance review will be conducted midway through the period of tenure.