



YOUR TITLE	Dean of Ministry	WHO YOU REPORT TO	Principal
YOUR TEAM	Sacred Heart College	WHO REPORTS TO YOU	Social Justice Officer, Head of Christian Service Learning & Social Justice

Our Core Purpose: Our Core Purpose: As a Catholic School faithful to the Gospel and the tradition of the Sisters of Our Lady of the Missions: We develop our students to respond to Jesus by striving for personal excellence, having the courage of their convictions and being active agents of change.

How do you contribute to the bigger picture?	The role of Dean of Ministry it to be an apostolate of service to the entire school community. It is the pastoral action of the Church within the educational environment. The Dean of Ministry is primarily responsible to the Vice Principal but works with Local Clergy. The specific focus of the Dean of Ministry is to nurture and support the intrinsic task of evangelisation. The Dean of Ministry will be part of the College Executive as well as the Senior Management of the College.
Our values	To go beyond ourselves with Compassion Courage and Respect
Work requirements	ESSENTIAL <ul style="list-style-type: none"> • Current Teachers Registration includes National Police Clearance • Working with Children's Check
Award	Teachers Award in conjunction with a Deed of Agreement, Category 8, Level 4 http://internet.ceo.wa.edu.au/Employment/Documents/
Where and when you will be working	Within Sacred Heart College, term time, plus holidays as defined in the Teachers Award. Participation in co-curricular activities is expected.
Key relationships	Students, Parents and all College Staff members.



Knowledge, Experience and Skills

To meet the requirements of this role you will be required to demonstrate the following competencies/skills:

Leadership

- Demonstrate the ability to inspire and guide individuals and groups towards a meaningful collaborative vision of excellence and bring out the best in others.
- Demonstrate the ability to enhance the current aspirational vision for the College.
- Demonstrate the ability to strive to meet or exceed a standard of excellence by looking for ways to do things better, setting challenging goals and taking calculated risks.

Relationship building and trust

- Demonstrate the ability to foster long-term relationships focussed on the development of others by giving feedback, guidance, and support.
- Demonstrate the ability to develop meaningful and authentic relationships with students, parents and College employees.
- Demonstrate the ability to promote and model a school culture of inclusivity, respecting the dignity of the individual.
- Demonstrate the ability to build rapport by listening, discussing and motivating staff and students.
- Demonstrate the ability to have a positive impact on others, persuading or convincing others to gain their support and collaboration.
- Demonstrate and display integrity in all interactions. Be open and transparent about actions and uphold the confidence of staff and students.

Pastoral Care

- Demonstrate the ability to recognise and support the mental health and wellbeing of students and staff.
- Demonstrate excellent counselling and pastoral care skills.
- Demonstrate a deep understanding of adolescent development.
- Demonstrate and model the College motto of 'Always Striving Upwards' by fostering a culture of growth and encouraging staff and students to be the best they can be.

Communication

- Demonstrate the ability to communicate effectively with various stakeholders using a variety of mediums.
- Demonstrate the ability to articulate messages with impact.
- Demonstrate the ability to facilitate award ceremonies/assemblies. Present at Parent Information Evenings and important events.
- Demonstrate the ability to promote the College's Evangelisation plan.

Decision Making and Judgement

- Demonstrate the ability to make informed and objective decisions, based on research, experience and facts.
- Demonstrate the ability to use intuition and appreciative inquiry to help inform decisions, especially when the facts are unclear.
- Demonstrated the ability to plan for long-term goals and strategies.
- Demonstrate the ability to be consciously open minded to foster creative decision making.

Strategic Thinking and Innovation

- Demonstrate higher order thinking and problem-solving skills.
- Be at the forefront of current and emerging educational research and Teaching and Learning trends.
- Demonstrate excellent judgement and decisiveness; balance analysis, wisdom, experience and perspective when making decisions.



- Demonstrate the ability to think holistically when making decisions under pressure and communicate outcomes.
- Adaptability**
- Demonstrate the ability to be flexible in handling change and juggling multiple demands.
 - Demonstrate the ability to respond and adapt to change and new ideas quickly.
- Emotional Intelligence**
- Demonstrate the ability to sense others' feelings and perspectives, taking an active interest in their concerns and picking up cues about what others feel and think.
 - Demonstrate the ability to balance empathy and understanding with solutions-based thinking.
- Values**
- Demonstrate the ability and willingness to uphold College values of Compassion, Courage and Respect.
 - Demonstrate strong understanding of Catholic Ethos and model this in all decision making.

The standards you need to meet/ what you will need to do – key activities

Evangelisation

- Your responsibilities as the Dean of Ministry:
Evangelisation involves reaching out to all members in the College community and inviting them into relationship with Jesus and the Christian community.
Evangelisation involves proclaiming the Good News of Jesus through programs and relationships.
- Convening and chairing the Evangelisation Work Group to develop and update the College Evangelisation Plan.
 - Leading formation in the Charism of the RNDM Sisters.
 - Facilitate Faith, Story and Witness for new staff.
 - Promoting Catholic Youth Groups.
 - Acting as a resource for staff faith development.
 - Facilitate preparation for staff, students or parents wishing to enter the Catholic Church.
 - Exploring with interested others how to offer evangelising opportunities for the College's community of parents.
 - Fortnightly newsletter reflections.



Spirituality: Prayer, Worship and Liturgies	<p>A variety of prayer, worship and liturgical experiences to nurture individual and communal spirituality will be provided. As outlined below including (but not limited to):</p> <ul style="list-style-type: none"> • Providing prayer resources for staff and students. • Providing prayers for special occasions eg: times of trauma, Sacred Heart Day, Assemblies, Anzac Day, Refugee Week, camps. • Liaising with and assisting the Head of Music in establishing a repertoire of sacred music for sacramental and other religious ritual occasions. • Working with local clergy in the organisation of major sacramental occasions including: <ul style="list-style-type: none"> • Opening Mass for staff <ul style="list-style-type: none"> ◦ Opening Mass for the College community ◦ Reconciliation and other Sacraments ◦ Sacred Heart Day Mass ◦ Graduation Mass ◦ House Masses ◦ Grandparents Day Para liturgy ◦ Awards Night Para liturgy ◦ Closing Mass for staff ◦ Closing Masses for Year Groups
Retreats	<p>Organise and administer retreats with other College staff:</p> <ul style="list-style-type: none"> • with the assistance of the Assistant Deputy Principal's develop and offer retreat opportunities for Years 7-12. • Organising staff retreat opportunities as required. • Advertising external retreat programs available for staff and students.
Mission, Justice, Peace and Service	<p>Develop and support educational programs and service/action involvement will be focused on the concepts of justice and peace. This is developed by:</p> <ul style="list-style-type: none"> • Maintaining and strengthening the links between the College and our founding Congregation, the Sisters of Our Lady of the Missions. • Working collaboratively with the Assistant Deputy Principals and the Christian Service Coordinator to facilitate Year levels of Community Service. • Encouraging involvement in appropriate social action events and programs including Young Vinnies and Social Justice League, Caritas. • Coordinating Project Compassion. • Overseeing the Vietnam and Kimberly Missions Experience. • Promoting missionary activity through a variety of fundraising activities and the provision of guest speakers. • Mentoring student leaders, in particular Ministry and Mission, and Social Justice Captains. • Developing links between the ADP's and SRC at all levels. • Selecting and training of student Special Ministers of the Eucharist.



Pastoral Care	<p>Contributing to the Pastoral Care process and programs as required by the Principal:</p> <ul style="list-style-type: none"> • Member of the Well-Being Committee • Pastoral care: Being available for staff, students, and parents especially in life-transitions. • Chair Pastoral Team meetings with ADP¹, Psychologists and Social Workers. • Participating in a program of pastoral outreach to families (staff and students), for example but not limited to: • Long term illness of students/staff or of a family member. • Work with the Deputy Principal – Dean of College in specific pastoral care situations. • Death of student/staff or of a family member.
Administration	<p>To ensure general administrative tasks are achieved, the Dean of Ministry will ensure:</p> <ul style="list-style-type: none"> • The preparation of an annual calendar of Ministry events in consultation with the Local Clergy and Deputy Principals. • Develop and manage Ministry budget. • Work collaboratively with the Head of Religious Education to order and maintain a contemporary resources facility. • Attend a portion of the Year 12 Leaders Camp as required. • Provide Accreditation information to all staff and together with the Principal, maintaining up-to-date records of staff Accreditation. • Teaching in the Religious Education Learning Area. • Work collaboratively with other Deputy Principal's as required. • Other duties as directed by the Principal.
Qualifications	<p>Relevant qualifications either</p> <ul style="list-style-type: none"> • Undergraduate degree in a specific discipline with a Graduate Diploma of Education (Secondary) or • Bachelor of Education • Desirable: • Accreditation to Lead (or working towards) • Master's in educational leadership/Management or • Working towards further educational studies • Studies in Religious Education / Theology
Decision making	<ul style="list-style-type: none"> • Decisions regarding the welfare, pastoral care and progress of students.
Budget	<ul style="list-style-type: none"> • As directed by the College Principal and Director of Finance and Corporate Services
What success looks like:	<ul style="list-style-type: none"> • Positive involvement from students in Christian Service and Social Justice programs. • Successful retreat programs. • Positive feedback from students. • Positive feedback from College employees and parents. • Positive feedback at performance appraisal reviews. • Demonstrated ability to meet expectations of College Executive.
Your work, health and safety responsibilities	<p>Your responsibilities as an employee include:</p> <ul style="list-style-type: none"> • A duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on College premises. College premises include places away from the campus such as a campsite or where school excursions may take place from time to time. • Understanding and compliance with the College OHS policy.



	<ul style="list-style-type: none"> • Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment. • Comply with, as far as practicable, all instructions given to you to ensure your own safety and health. • Proper use of any personal protective clothing or equipment supplied to you. • Not misusing or damaging any equipment you use. <ul style="list-style-type: none"> • Prompt reporting of any hazards or incidents/accidents to your Leader including damaged College property. 			
Code of Conduct	You are responsible for ensuring you act within the framework of the College's Code of Conduct.			
Ongoing professional development	Sacred Heart College has an established growth culture that you will be expected to actively participate in and model a commitment to continuous learning.			
Sign off	Leader name:		Employee name:	
	Leader signature:		Employee signature:	
	Date:		Date:	
	Document last updated:		April 2024	

Organisational structure of role

