



HEAD OF CULTURE AND IDENTITY

Learning to Change the World

CONTEXT

Iona College Geelong is a Catholic Co-educational College located in Charlemont (a 15-minute drive from the Geelong CBD), part of the rapidly developing Armstrong Creek growth area located between Geelong and the Surf Coast (a 15-minute drive from Torquay).

After many years in the planning, Iona College Geelong officially opened its doors for the first time for students at the start of the 2020 school year. 150 Year 7 students formed the Foundation year for the College coming from many different regions within and beyond Geelong, the Surf Coast and Bellarine.

After a period of rapid growth, the College currently has a student population of 1073 in Years 7 to 11. Iona College is the fifth and newest Catholic Secondary School in the Geelong region and one of two Catholic Co-educational options for parents seeking a Catholic Education for their daughters, sons and young people.

The College has renewed its original Master Plan to cater for an expected secondary school cohort of 1330 students. We will also be planning for the addition of an early learning centre and primary school as the local area demographics change.

Our Master Plan has been developed to ensure that the student community of Iona College have state of the art facilities befitting educational needs for the present and the future. \$65 million dollars is being invested in capital works over six years. The 'Columba Centre' is a three story multi-disciplinary learning centre that has an imposing outlook to the City of Geelong and the You-Yang's in the North and the Surf Coast in the South. In addition to the Columba Centre, a comprehensive landscaping program has taken place with a focus on native vegetation and ensuring that students have many and varied play spaces.

The College has completed three of four stages of its master plan. Our dynamic learning spaces incorporate specialised equipment for science, visual and digital art, technology (wood, metal, plastics and electronics), STEM, digital technology, media and performing arts. The MCG-size AFL oval, College Stadium, Music, and Food Technology Centre are just a few of the many facilities available to foster a well-rounded educational experience.

In 2023 we opened our newly built Student Services, Library, Learning Centre and Administration. These facilities support our staff and students as the population of our College continues to increase.

Work continues this year on the establishment of an additional 14 classroom spaces along with the duplication of the College gymnasium, food technology spaces and canteen in readiness for the 2025 school year. We will be commencing further building projects in 2025 to cater for the exceptional demand that we have received during our initial growth phase.

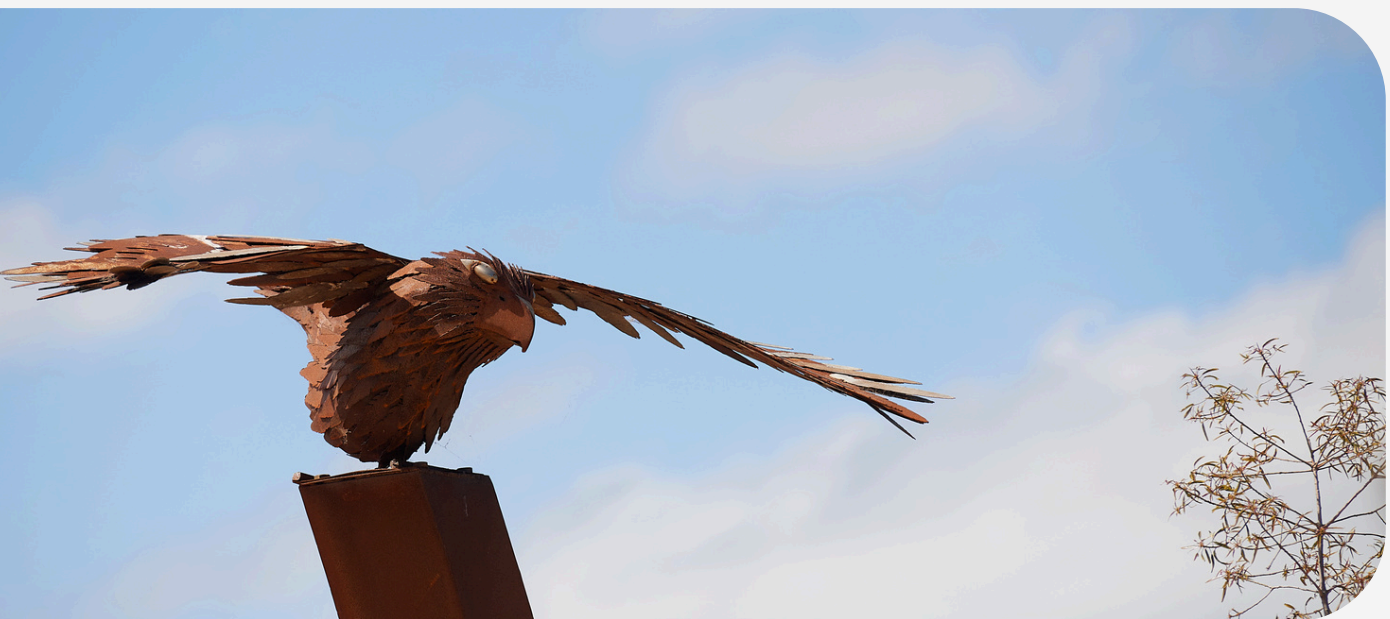
CONTEXT CONT.

As a Catholic School, Iona is committed to the service of those who are marginalised in our society. 'Service of Others' will form a key part of the Catholic Identity that Iona will craft over the next few years. We intend to reinforce with our students the need to use the education that they are privileged to receive, to enact the College motto: 'Learning to Change the World'.

Iona College, Geelong creates a culturally safe environment by encouraging and supporting First Nations students to express and enjoy their culture. We acknowledge and appreciate the strengths of Aboriginal culture and its importance to the wellbeing and cultural safety of First Nations students.

The current Governance structure of the College lies with the Melbourne Archdiocese Catholic Schools (MACS). Further information on MACS can be found at: <https://www.macs.vic.edu.au/>.

The College has established an Advisory Council that guides the College through its Foundational years. The Advisory Council is made up of two Canonical Administrators, members of the community with a specific skill, as well as parents and carers.



VISION



Iona College is a Catholic Coeducational Secondary College under the Governance of Melbourne Archdiocese Catholic Schools (MACS).

Iona's vision and purpose is to be a faith filled Catholic learning community of hope, joy and wonder where all are welcome and inspired to grow to their full potential.



Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, building an inclusive community at Iona College and delivering contemporary quality learning opportunities for every person at our College.



HEAD OF CULTURE AND IDENTITY POSITION DESCRIPTION, SELECTION CRITERIA AND APPLICATION INFORMATION



POSITION DESCRIPTION

Following the appointment of the incumbent to a Deputy Principal position, Iona College Geelong is seeking a suitable applicant for the position of Head of Culture and Identity.

The position of Head of Culture and Identity is directly responsible to the Principal for leading the faith life and mission of Iona College within a Melbourne Archdiocese Catholic School (MACS) context. The role focuses on the nurturing of spirituality and faith in the context of a contemporary Catholic School, guiding our First Nations initiatives and encompasses important social justice, cultural and sustainability work.

The Head of Culture and Identity encourages and leads the Iona College staff who enable our students to make a difference in the world, inspired by the Gospel focusing on character and virtue, justice and the common good. This pivotal role works closely with the Culture and Identity Assistant to ensure a collaborative approach to enhancing the culture and identity of the College.

As the successful applicant will hold a significant Position of Leadership (POL 4), they are expected to be Accredited or working towards Accreditation to Teach in a Catholic School as well as being accredited to Teach Religious Education (RE) or Lead in a Catholic School (or in the process of attaining such accreditation). A master's level qualification or a commitment to be working towards a master's qualification will be an advantage to applicants.

Relational Role:

- Network with key leaders of Catholic Identity and Faith from other Catholic Colleges, MACS and other Church agencies.
- Attend MACS Faith and Mission Network meetings.
- Develop relationships with local clergy and parish communities.
- Liaise with local parishes regarding youth involvement and the needs of the local Church.
- Network with Social Justice agencies and facilitate appropriate College support.
- Mentor and support staff on their personal faith journey.
- Support members of the College community, particularly staff, to reflect the faith tradition and values of the College by engaging in conversation and where required, research, that deepens knowledge, faith and College connection.
- Assist with staff induction relating to Culture and Identity.
- Support families by connecting them to the Culture and Identity of the College via regular news, the dissemination of information and invitations where appropriate.
- Look for opportunities to acknowledge and celebrate student success.

Curriculum Role

- Promote professional learning related to the Religious Education curriculum area.
- Have a thorough knowledge of the Religious Education curriculum so that liturgical, faith and mission initiatives can be addressed within the context of student learning, ensuring MACS curriculum requirements are met.
- Work collegially with the Assistant Head of Culture and Identity (Domain) regarding curriculum development and implementation.
- In collaboration with the Assistant Head of Culture and Identity (Domain), lead the Religious Education Team to ensure a rigorous, contemporary Religious Education program which complies with Archdiocesan guidelines.
- Attend MACS Religious Education Network meetings.
- Develop processes for teamwork and collaboration and provide support for staff within the curriculum area.
- In collaboration with the Assistant Head of Culture and Identity (Domain), lead the development of curriculum resources to connect students to the Liturgical and Social Justice calendars, eg. Lent, Easter, Advent, Reconciliation Week and Refugee Week.
- Liaise with Learning and Wellbeing Leaders to ensure curriculum reflects Church teachings and to enable the exploration of cross-curricular learning opportunities.

Operational Role

First Nations

- Act as the key contact person for all First Nations students attending Iona College and their families.
- In collaboration with the Iona College First Nations Liaison Officer, support First Nations students and ensure culturally appropriate practice and procedure at the College.
- Advocate for First Nations students within the school and as such be involved in ensuring wellbeing and academic progress, celebrating successes, ensuring concerns are addressed and cultural sensitivity is maintained.
- Liaise with staff, including Community Group and Subject Teachers, Year Level Wellbeing Leaders (YLWLs) and Support Staff, to optimise First Nations student wellbeing and learning.
- Promote the inclusion of First Nations perspectives in curriculum and support staff, teaching and non-teaching, by sharing resources and opportunities for professional learning.
- Liaise with Pathways staff to support First Nations students as they explore pathways.
- Organise First Nations cultural experiences, excursions and regular meetings with students.
- Coordinate school-wide events that celebrate and commemorate significant dates on the First Nations calendar.
- Arrange ceremonies in the College Yarning Circle to welcome and farewell students and staff at significant times of their educational journey.
- Network with First Nations communities and organisations to foster student wellbeing and community connection.
- Network with staff from local Catholic schools, and other schools, to create opportunities for shared experiences and knowledge.
- Attend events within the Geelong Catholic Secondary Schools network which nurture relationships with First Nations students and families, eg. Welcome BBQs.
- Oversee the FIRE Carrier program, including an annual Commissioning and subsequent learning experiences.
- Complete funding applications as requested by MACS.
- Arrange Parent Support Groups (PSGs) meetings for First Nations students in support of student needs and funding arrangements.
- Ensure the College is compliant with the requirements of Child Safe Standard One.
- In consultation with the First Nations Liaison Officer, advise the College Principal and/or Business Manager of First Nations design and inclusions.

Prayers and Celebrations

- Lead the Iona community in the celebration of faith rituals and prayer.
- Contribute a reflection to the weekly Parent/Carer newsletter.
- Coordinate celebrations of the Eucharist, major rituals, events and liturgical seasons of the Catholic Church.
- Oversee and provide liturgical and/or prayer experiences for the Iona community on important days including Year Level Liturgies, Reflection Days, St Columba Day, Opening School Year Mass and school events.
- Support the prayer life of the College by providing daily prayers for Community Group and, when required, at other gatherings.
- Encourage staff and student participation in the prayer and liturgical life of the College through modelling, invitation and resourcing.

Social Justice and Fundraising

- Liaise with staff of Social Justice agencies.
- Promote and coordinate appropriate social justice actions for the College including the raising of funds and goods, advocacy and service activities.
- Update the College Social Justice Guidelines as required.
- Promote and support organisation and fundraising projects which align with the teachings of the Catholic Church and MACS guidelines.
- Ensure that social justice actions are educative and lead to a deeper understanding of the social issues that confront our global community.
- Direct fundraising efforts towards projects of greatest need.
- Report to the College community about fundraising initiatives.
- Meet regularly with Student Leaders to nurture their involvement in Social Justice activities.



Immersion, Reflection and Retreat Experiences

- Explore opportunities for student and staff personal growth through immersion, reflection and retreat experiences across Year 7-12.
- Organise the Year 12 Retreat experience with the support of the Religious Education and Community Group teachers.
- Network with program providers and communities to facilitate experiences.
- Communicate the connection between Immersions, reflection and retreats and the culture and identity of the College.
- Liaise with relevant College staff to organise immersions, reflections and retreats.
- Ensure experiences are aligned with the mission of the Catholic Church and the College.

Symbolism

- Advise the Principal and Deputy Principals on appropriate symbolism, art and displays throughout the College.

Sustainability Role

- Promote a culture of sustainability inspired by Laudato Si, which supports co-curricular sustainability programs at Iona College.

Staff Professional Learning

- Undertake post-graduate study in Theology or Religious Education or demonstrate a commitment to undertake further study in this area.
- Participate in ongoing faith formation and Leadership professional development.
- Plan, prioritise and promote opportunities for Iona College staff to gain Accreditation to Teach in a Catholic School or Accreditation to Teach Religious Education and/or Lead in a Catholic School.
- Support Teaching Staff to access and register for Accredited Professional Learning via MACS Online Professional Learning (OPL)/MACS Teacher Accreditation Platform (TAP).
- Endorse activities in TAP and communicate accreditation hours to staff and leadership, as required.
- Encourage professional learning for all staff in areas related to Culture and Identity, including Faith, Mission, Spirituality, Social Justice, Catholic Accreditation and First Nations.

College Commitments and Expectations

- To be a member of the College Leadership team.
- To be a member of the Learning Innovation team as required.
- To attend:
 - Open Day/Information Sessions and Tours
 - Awards Celebrations
 - All school liturgical celebrations
 - Information Sessions
 - Retreats or reflection days
 - Columba Day
- Make regular contributions to the school newsletter and social media promoting connection to the Catholic Identity of the College.
- Lead the Religious Dimension Sphere associated with the next school review scheduled for 2027.
- In collaboration with the College Leadership Team, determine the priorities of the College for each Annual Action Plan.
- Compile a culture and identity report for the College Advisory Council (held five times a year).
- Attend a College Advisory Council meeting once a year to update members of culture and identity activities.
- Write a culture and identity report for the annual College magazine (The Yarning).
- Attend all scheduled meetings (as allocated) within and adjacent to the school day.
- Conduct Annual Review Meetings (as required) with staff.

Risk and Occupational Health and Safety

- Comply with legislated occupational health and safety practices and participate in consultative processes.
- Observe safe work practices in accordance with training and instruction given.
- Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (risks arising in the workplace may be financial, site, task or person specific or related to safety).
- Promote and implement Occupational Health and Safety and risk mitigation processes within the College.

Child Safety Expectations

Commitment to Child Safety

Victorian Catholic schools are child safe environments. Iona College actively promotes the safety and wellbeing of all students, and all staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. The Iona College Geelong Child Safety and Wellbeing Policy and Child Safety Code of Conduct are available on the college website.

Staff must:

- Demonstrate an understanding of Victoria's 11 Child Safety Standards.
- Demonstrate an understanding of appropriate behaviours when engaging with children.
- Be familiar with legal obligations relating to child safety, including Mandatory reporting and other obligations.
- Be suitable to engage in child-connected work.
- Demonstrate effective Duty of Care for students in line with Iona College's commitment to creating a Child Safe organisation and protect students from all forms of abuse.
- Have an exemplary record of professional conduct including maintaining appropriate confidentiality.

Child Safe Principles

Every person employed at Iona College Geelong has a responsibility to understand the important and specific role she/he/they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

Iona College's commitment to child safety is based on the following overarching principles that guide the development and regular review of our work systems, practices, policies and procedures to protect children from abuse.

1. All children have the right to be safe.
2. The welfare and best interests of the child are paramount.
3. The views of the child and a child's privacy must be respected.
4. Clear expectations for appropriate behaviour with children are established in our Child Safety Code of Conduct.
5. The safety of children is dependent upon the existence of a child safe culture.
6. Child safety awareness is promoted and openly discussed within our College community.
7. Procedures are in place to screen all staff, direct contact volunteers, third party contractors and external education providers who have direct contact with children.
8. Child safety and protection is everyone's responsibility.
9. Child protection training is mandatory for all Canonical Administrators, Advisory Board members, staff and Direct Contact Volunteers.
10. Procedures for responding to alleged or suspected incidents of child abuse are simple and accessible for all members of the College community.
11. Children from culturally or linguistically diverse backgrounds have the right to special care and support including those who identify as Aboriginal or Torres Strait Islander.
12. Children who have any kind of disability have the right to special care and support.

SELECTION CRITERIA

1. Display a commitment to Catholic education and the educational mission of Catholic Schools, including a genuine commitment to supporting the Faith Development of young people and the school community as a whole.
2. Hold Accreditation to Teach in a Catholic School, as well as being Accredited to Teach RE or Lead in a Catholic School (or in the process of attaining such accreditation). Hold VIT registration to enable teaching in a Victorian Secondary College.
3. Demonstrate an ability to understand the learning needs and wellbeing of students and staff, and seek continuous improvement in this area as a member of the College Leadership Team with a particular focus on the culture and identity lens.
4. Demonstrate outstanding teaching practices and an ability to enhance teaching and learning experiences for all students along with leading the professional development of staff members in the areas of Culture and Identity.
5. Possess outstanding interpersonal and communication skills reflecting confidence in working with students, staff, parents and the wider community, as well as excellent administrative and organisational skills.
6. Have relevant school leadership experience over a period of time that has focused on enhancing teamwork, collaboration and communication of a school community.
7. Possess the ability to ensure confidentiality and sensitivity in carrying out the various duties as listed in light of the broader role played as a member of the College Leadership Team.
8. Display a commitment to Child Safety and the wellbeing and inclusion of all children and young people.
9. Actively contribute to the achievement of the strategic and leadership goals of the College as listed in the School Improvement and Annual Action Plans.
10. Have the ability to undertake any duty as specified in the Teacher Role Description as well as any other duty allocated by the Foundation Principal.



TENURE AND CONDITIONS

The Head of Culture and Identity conducts their role under the governance of Melbourne Archdiocese Catholic Schools (MACS) and, as such, is expected to support and adhere to the policies and procedures as stipulated by the governing body.

Conditions of employment can be found by accessing [The Catholic Education Multi-Enterprise Agreement 2022](#).

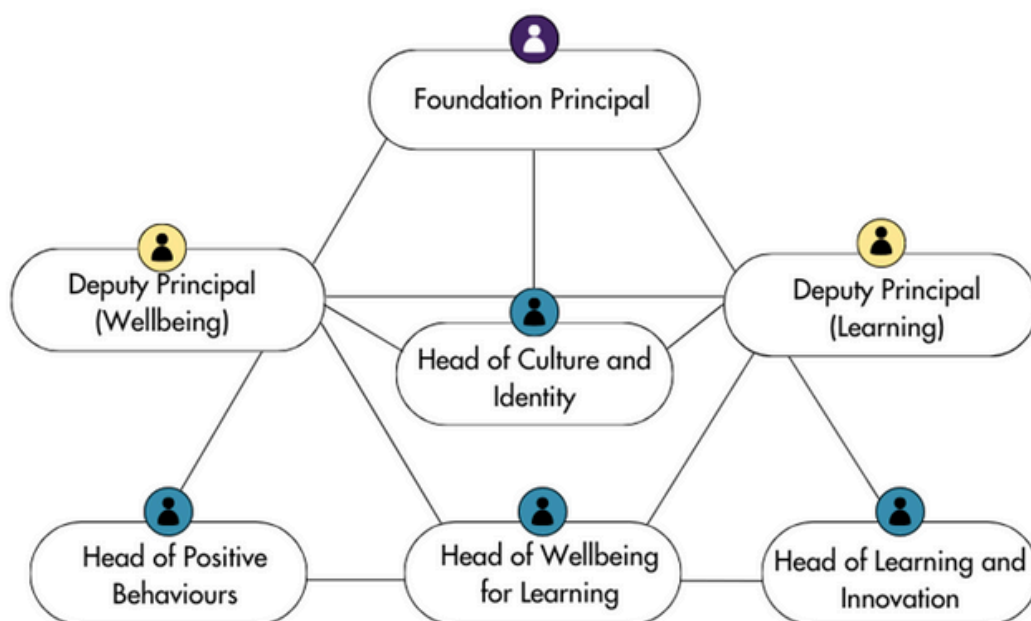
The Head of Culture and Identity will be remunerated according to current level of experience as determined under the VCMEA 2022.

The Head of Culture and Identity is a full-time role with a POL 4 allowance.

The Head of Culture and Identity is initially appointed for a four-year period 2025-2028. There is a possibility of an extension of this time in line with the relevant POL protocols.

The Head of Culture and Identity attracts a 25/48 period time allowance per two-week cycle.

IONA COLLEGE LEADERSHIP TEAM STRUCTURE



APPLICATION PROCESS

TIMELINE

20/07/2024 – Head of Culture and Identity Applications Open

20/07/2024- Advertised- The Age, SEEK, LinkedIn, social media and College Website

05/08/2024- Applications Close (12 pm)

07/08/2024- Shortlisting Complete

09/08/2024- Interviews

16/08/2024- Position Appointed (to commence 2025 school year)

All applications for the position of Head of Culture and Identity will be acknowledged via return email.

If you have not been contacted by the College by 07/08/2024 you have not been shortlisted for an interview. The successful candidate will be contacted by 16/08/2024.

Unsuccessful candidates will be initially informed via email by 16/08/2024. An opportunity for verbal feedback regarding the interview will be arranged via this email.

APPLICATION PROCESS

Applicants should submit the following via email:

1. Curriculum Vitae (Resume)
2. An introductory letter succinctly addressing the ten criteria points for selection
3. Inclusion in Curriculum Vitae (Resume) contact details of four referees* that include:
 - Current Principal
 - Current Colleague that you lead at your current school
 - Immediate past Principal (if applicable) or alternative
 - Character Referee

*Please note that no Referees will be contacted until after the interview process is completed.

For further information or clarification please email Mrs Julie Cole, Executive Assistant to the Principal, at employment@iona.vic.edu.au.

All application letters should be addressed to the Foundation Principal, Damian McKew and submitted to: employment@iona.vic.edu.au by 12 pm on Monday 5 August 2024.



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