



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

Title	Social Justice Coordinator
Classification	Full Time
Position of Leadership	POL 1
Time Allowance	5 periods per 10 day cycle
Length of Appointment	1 year
Key Reports	Director of Catholic Identity and Mission
Award	Victorian Catholic Education Multi Enterprise Agreement 2018
Membership	Catholic Identity & Mission Team Social Justice Team

Purpose of the Position

The Social Justice Leader is responsible to the Director of Catholic Identity and Mission for the leadership of the Social justice programs of the College, consistent with the Mission Statement and its established policies and procedures. The Social Justice Coordinator plans and supports Social Justice in order for students to grow in virtue and responsibility to serve the common good which supports Catholic Social Teaching Principles and the Catholic identity and Mission of the College.

Portfolio Responsibilities

To work with the Director of Catholic Identity and Mission to develop a vision and a coordinated approach to Social Justice within the College.

1. To promote an understanding of Catholic Social Teaching principles at the College.
2. To work with staff to initiate means to promote awareness of Social Justice issues and concerns via the curriculum.
3. To strengthen the role of the Social Justice Team.
4. To organise, lead and oversee social justice activities through positive action to respond to building of God's Kingdom.
5. To facilitate and chair meetings for the Social Justice Team with appropriate agenda and minutes.
6. To coordinate the celebration of significant days and events as documented in Social Justice, Ecological Justice and Church calendars. E.g. Sorry Day, ANZAC day, Project Compassion, Reconciliation Week, NAIDOC week etc.
7. To work with Curriculum Team, to incorporate elements of Social Justice into aspects of the curriculum where appropriate.
8. To oversee the development and maintenance of resources related to Social Justice activities within the college.
9. To stay informed with current trends and research in the area of Catholic Social Teaching through professional learning.
10. To prepare and monitor the budget.
11. To conduct staff professional learning in Social Justice and Catholic Social Teaching Principals.
12. Other duties as required by the Principal and/or Director of Catholic Identity and Mission

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

Key Selection Criteria

1. An understanding and full support of the Catholic Regional College Caroline Springs Vision and Mission Statement and the values that underpin it.
2. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*.
3. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking and innovation.
4. Excellent leadership, organisational and administrative skills.
5. Highly developed interpersonal and communication skills.
6. An ability to work collaboratively and facilitate dynamic teamwork.
7. Proven success as an exemplary teacher.
8. A sound understanding of Catholic Social Teaching Principles & Catholic Social Justice.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.

Application Procedure

Prospective candidates are asked to submit their application via our employment portal (crccsvic.bamboohr.com/careers).

Applicants will be required to submit a cover letter addressing the portfolio responsibilities and key selection criteria (maximum 4 x A4 pages) along with an up-to-date resume.

Applications close: TBC