



LISTON COLLEGE

Director of Mission and Special Character Job Description - 2019

Mission Statement of Liston College

In partnership with its community, Liston College will create and maintain a school environment centred on Catholic values. It will, equitably, encourage students in its care to strive to use their abilities to the fullest, as members of society and of the Catholic community.

This is a key position in the school with school-wide responsibilities. The Director of Mission and Special Character is expected to foster awareness, knowledge, understanding and engagement with the mission of the Catholic Church through leadership in the areas of religious instruction, spiritual and faith formation, liturgy and prayer, evangelisation, social justice and student wellbeing.

The Director of Mission and Special Character is expected to work with the Principal in providing opportunities for staff and students to encounter and deepen their relationship with Christ and ensure the Catholic Character of Liston College is preserved, strengthened and upheld.

The DMS is s expected to undertake such teaching duties as may be required by the Principal.

Responsible to: **The Principal**

MU and MMA **3 MU + 2 MMA**

Key Tasks	Performance Indicators
Leadership in Special Character	<ul style="list-style-type: none"> • Assist the Principal to preserve, uphold and maintain the Special Character of the college. • Work with the Principal in safeguarding and strengthening an authentic Catholic identity at the college. • Ensure the Edmund Rice charism, traditions and values are evident and pervade all that is done at the college. • Promote and publicise Special Character events, projects and successes. • Ensure that appropriate liturgical events, feast days and celebrations take place at the college. This includes but not limited to: Liston Day, Inaugural Mass, End of Year Mass, Lenten liturgies and Assumption Day. • Liaise with HOD Music regarding Music selection for liturgies and Masses. • Provide opportunities for staff and students to encounter Christ and deepen their relationship with Christ. • Provide opportunities for prayer and reflection for all staff and students for their own personal and spiritual growth. • Organise a Staff Prayer Roster for briefings and provide a variety of resources for meaningful staff prayer. • Ensure students are prepared to lead prayer at Assembly. • Develop the College's Retreat programme from Years 7-13 as part of the overall student formation programme. • Ensure opportunities for Reconciliation are made available. • Ensure opportunities for students to attend liturgies are made available. • Provide liturgical catechesis and training pf student leaders and extraordinary ministers of Communion. • Oversee the Sacramental programmes as appropriate in liaison with the Chaplain and Parish Priests. • Build capacity of college staff in the planning and preparation of prayer and liturgy. • Ensure the Chapel is used in an appropriate manner. • Prepare for and oversees internal and external Special Character Reviews on a three-year cycle. • Ensure Open Evening reflects the Special Character of the college.

Liaison with stakeholders within the Catholic Church that have a vested interest in Liston College.	<ul style="list-style-type: none"> • Liaise with the Principal, HOD Religious Studies, Assistant to the HOD, Chaplain, Parish Clergy, Religious Studies' Advisor and Diocesan bodies. • Participate and contribute to DMS/ DRS networks in the Diocese and nationally. • Liaise with relevant groups regarding social outreach and social justice programmes/ events.
Curriculum Leadership in Special Character.	<ul style="list-style-type: none"> • Ensure all HOD's meet their obligation to Special Character in terms of incorporating a Catholic world view in unit planning in their Curriculum area. • Ensure appropriate programmes are implemented to enhance the school theme and values. • Ensure Restorative Practice and Social Justice are included, understood and practised in the light of our Special Character. • Encourage staff Professional and Spiritual Development through the enhancement of faith knowledge and skills. • Ensure an appropriate Sexuality Education programme is put in place each year. • Ensure Religious Education teachers undertake Professional Development in Sexuality Education as appropriate for Catholic Schools.
Administrative Duties	<ul style="list-style-type: none"> • Prepare a budget in consultation with the chaplain, for items pertaining to the efficient functioning of the Chapel.
Teaching Duties	<ul style="list-style-type: none"> • Take timetabled classes as negotiated each year. • Fulfil and meets the Code of Professional Responsibility and Standards for the Teaching Profession as set out by the Education Council. • Undertakes appropriate Professional Development. • Participate constructively in Performance Management



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Person Specification

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Knowledge and Understanding:

- Proven knowledge of Catholic beliefs, morality and practices.
- Sound understanding of the terms: Education in Faith, Religious Education, Catechetics, Evangelisation and the role that each of these has in a Catholic school.

Skills:

- Proven teaching ability in the area of Religious Education in a secondary school.
- Leadership and organisational skills necessary for the position.
- Excellent interpersonal and communication skills.

Personal Qualities and Experience:

- A practising Catholic with a strong commitment to the Catholic Church.
- Experience teaching Religious Education in secondary school.

