



Mission Leader

Reports to:	Deputy Principal – Faith and Mission
POL Level	3
Time Allowance:	10 periods, per cycle (FTE)
Tenure:	2027–2029

Thomas Carr College is a dynamic Catholic learning community guided by our Gospel values. Our Catholic faith has a vital role to fulfil in the education of our students; it is at the very core of our purpose and identity. Each Thomas Carr College staff member bears witness to these values in their interactions with staff, students, families and the community.

This role description is written in light of the Mission and Vision Statements of the College. Our community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. All dimensions of life at the College, including the work of the Mission Integration Leader are aimed at supporting the growing, learning person: the young women and men whom the College serves.

All leaders at the College accept responsibility for working with staff teams, through collaborative leadership for growth, in the development of a positive school climate supporting high expectations and high levels of success for all students.

COMMITMENT TO FAITH

All positions at Thomas Carr College are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by our founder Archbishop Thomas Carr. It is expected of all employed at Thomas Carr College that they:

- Accept and model the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, striving to help students to understand, accept and appreciate Catholic teaching and values.
- Comply with the accreditation policy of the VCEA to teach in a Catholic school.



THOMAS CARR IS A CHILD SAFE SCHOOL

Thomas Carr College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young women and men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

OVERVIEW

The College embraces a learning culture where excellence in the spiritual, academic, cultural and co-curricular areas is encouraged, recognised and celebrated. Relationships are the cornerstone of learning at Thomas Carr College and are central to the community's wellbeing.

The Mission Leader provides assistance to the Deputy Principal: Faith and Mission in leading the College in all aspects of faith, mission, ministry and social justice. They champion our College virtues as they provide opportunities for staff, students and the broader community to continually live out Gospel values and build their relationship with Christ.

The Mission Immersion Leader is a member of the Faith and Mission Team and reports to the Deputy Principal – Faith and Mission.

KEY RESPONSIBILITIES

LEADING THE FAITH LIFE OF THE COLLEGE:

- Work with the Deputy Principal – Faith and Mission in developing and strengthening the College's faith identity.
- Nurture the prayer and spiritual dimensions of College life.
- Facilitate student, staff and family participation in the faith life of the College.
- Contribute to the design and coordination of staff professional learning for faith and mission integration.

Position Description – Mission Leader (POL 3)

Reviewed August 2026



- Contribute to strengthening social justice awareness and participation in the College community.
- Lead and implement the Social Justice and Sustainability Team programs consistent with the College's mission.
- Lead the Catholic Earthcare program, Fire Carrier and Reconciliation Action Plans.
- Support staff and student opportunities for community outreach.
- Engage with student leaders to coordinate social justice and sustainability events and initiatives.
- Contribute to the leadership of Year level retreat and reflection days
- Manage the budgets within the allocated portfolio responsibilities of this role.
- Manage the Faith and Mission Team resources, including those related to retreat and reflection days.
- Support the operation of and engagement by students with the Faith and Mission Hub.
- Liaise with the Faith and Mission Youth Leader in preparing and drawing up of running sheets, PowerPoints and Booklets for student faith formation days, Social Justice events and Environmental Action Team events.

COLLABORATES WITH:

- The Deputy Principal: Faith and Mission
- The Events Team
- Faith and Mission Youth Leader
- Social Justice and Sustainability Team

TEAM ENGAGEMENT:

- Member of the Faith and Mission Team
- Chair of the Social Justice and Sustainability Team

Through mutual agreement some variation in the specified responsibilities may take place during the term of appointment as a part of a normal process of ongoing evaluation of the College's operations.

All employees at Thomas Carr College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004, the Equal Opportunity Act and VCEA Commitment Statement to Child Safety.



ATTRIBUTES

1. A firm belief in and commitment to the Mission and Vision of the College and an ability to articulate and promote these.
2. Demonstrated ability to work in a collaborative environment skilled at developing sustained relationships with staff, students and parents.
3. A clear vision for Catholic faith identity within our contemporary society.
4. Demonstrated ability to develop and lead within a learning environment that enables the pursuit of excellence, including planning, implementation, and evaluation.
5. Proven commitment to ongoing growth as a leader and teacher.
6. Demonstrated excellence in the use of digital technologies in an educational setting.
7. Excellent communication, administrative and organisational skills.

QUALIFICATIONS

- Appropriate tertiary qualifications
- VIT Registration
- VCEA Accreditation to Teach in a Catholic School (or working towards)

Thomas Carr College is an equal opportunity employer that promotes the safety, wellbeing and inclusion of all children.