



# Sacred Heart College

65 Laings Road, Lower Hutt 5010

## JOB DESCRIPTION

**NAME:**

**POSITION:** Director of Mission (DM)

**RESPONSIBLE TO:** The Principal

**DIRECTLY SUPERVISING:** Ancillary staff assigned to the RS Department  
Youth Minister (if appointed)  
Eucharist Staff

### Purpose

The Director of Mission is a key leadership position in relation to the Catholic identity and mission of the College.

### RESPONSIBILITIES:

1. In partnership with the Principal, Co-HODs Religious Education and staff, the Director of Mission provides leadership to ensure that the College's Catholic mission, faith formation, and special character are effectively nurtured and expressed in the life, culture, and practices of the school.
2. To provide students with opportunities that foster spiritual life and enable faith-in-action to take place.
3. To assist the Principal to ensure the traditions and charism of the Sisters of Our Lady of the Missions are continued and upheld.
4. Te Tūtaki ki a Te Karaiti – encounter with Christ  
Focus: spiritual formation, Evangelisation, Faith-based leadership ([Catholic special character evaluation for development - New Zealand Catholic Education Office](#))
5. Te Whakaatu Karaitiana – Christian Witness  
Focus: Catholic school Community, Partnership and Collaboration, Pastoral Care, service and Outreach ([Catholic special character evaluation for development - New Zealand Catholic Education Office](#))

### KEY TASKS:

- Provide effective leadership in religious instruction and observances throughout the school.
- Prepare and regularly update, in conjunction with the Religious Education teachers and the Principal, the Religious Education programme in the school.
- Arrange school liturgies of various kinds.
- Ensure that students have adequate opportunity for the reception of the sacraments.

- Arrange a programme of school prayer.
- Arrange and supervise an annual school retreat for each class of students where appropriate.
- Guide and assist teachers of Religious Education who have not previously taught Religious Education classes.
- Give advice and guidance to provisionally registered teachers when required by the Principal to do so and in accordance with the procedures that the Principal determines.
- Contribute practically to the development of the school's special character.
- Encourage the process of Certification for all Religious Education teachers.
- Ensure that all teachers of Religious Education receive appropriate professional development. Other possible points to include in the job description
- Establish effective liaison and responsibilities with teachers in Tagged (CI 47) positions.
- Be part of the ongoing provision, review and evaluation of pastoral care and general welfare of students in the school.
- Be a resource person for the guidance of students in their spiritual lives.
- Have overall responsibility for the liturgical life of the school with delegated powers, including end of year Masses, Leavers' Mass, School Masses, Lenten programme, Assemblies, Reconciliation, Retreats, Staff prayer, Classroom prayer.
- Arrange for the proper care of the sacred space and resources.

Signed \_\_\_\_\_  
PRINCIPAL

Signed \_\_\_\_\_  
DM

Date: \_\_\_\_\_

**SACRED HEART COLLEGE IS A SMOKE-FREE AND VAPE-FREE AREA AND HAS A NO SMOKING AND NO VAPING POLICY FOR STAFF AND STUDENTS**