



**ALL SAINTS'  
COLLEGE**



## DUTY STATEMENT

### HEAD OF CATALYST The Centre for Service and Social Enterprise

***All Saints' College and The Studio School prioritise the safety, welfare and wellbeing of children and young people, and expect all staff and volunteers to share this commitment.***

#### POSITION PURPOSE

Committed to our vision, *Making a positive difference in our world*, and living our motto - *To Serve with Wisdom and Courage* - All Saints' College strives to support the spiritual, emotional, social and physical wellbeing of each student, fostering outward-looking young people with a strong sense of social justice.

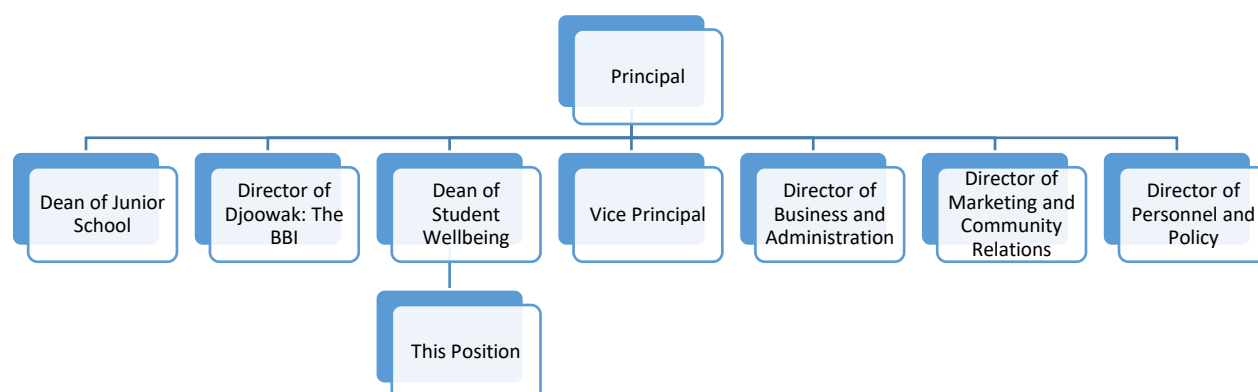
Set in the ethical framework of the Christian faith, service learning takes place at the College against the backdrop of the moral imperative of a commitment to social justice: "Love your neighbour as yourself" (Mark 12:31) - A generosity of spirit present in people of all faiths and none.

Also key to the College's commitment to service learning is one of All Saints' core beliefs: a sense of purpose and belonging, feelings of empowerment and the ability to make a difference, living a "meaningful" life – all of which are central to the overall wellbeing of our young people.

Working with staff across our Bull Creek (ASC) and Fremantle (TSS) campuses, therefore, the Head of Catalyst collaborates closely with a number of key personnel to develop amongst students and community members a 'head, heart and hands' approach to issues of justice, equity and service through social enterprise and innovation. This responsibility includes supporting all teaching staff in the embedding of issues of justice and ethics across the curriculum.

Further, and working in close partnership with *Djoowak: The Beyond Boundaries Institute (BBI)* and Propeller Enterprises (the College's Centre for Innovation and Entrepreneurship), the Head of Catalyst helps to create an ecosystem of initiatives and programs that foster creative and innovative young leaders who see societal problems as opportunities for improvement, finding new and better ways of doing things, for the good of all. Catalyst thus aims to drive social innovation and transformation, embodying our vision to make a positive difference in the world.

## ORGANISATION STRUCTURE



## KEY RESPONSIBILITIES

The Head of Catalyst's duties include but are not limited to the following:

### 1. Teaching and Learning

To strengthen and develop service learning, the Head of Catalyst:

- (a) incorporates elements of service learning into all aspects of the curriculum (Pre-K to Year 12), in partnership with the Deans and curriculum leaders;
- (b) drives meaningful connections between student enterprise opportunities and service partner organisations, in partnership with the Dean of Teaching and Learning and the Head of Propeller Enterprises;
- (c) raises awareness (through various channels, including Chapel and Assemblies) of current local, national and global justice and ethical issues;
- (d) monitors and reports annually on the outcomes of the service learning curriculum;
- (e) contributes to the weekly teaching program of the College (approximately three lines).

### 2. Wellbeing

To promote student wellbeing, the Head of Catalyst:

- (a) supports the fostering of young people's spiritual wellbeing, connecting service and social enterprise to the ongoing traditions of the College, Anglican Church and a life of faith across all patterns of belief, in partnership with the Chaplain and relevant staff;
- (b) fosters an environment of care, support, meaning and belonging for all students, within and beyond the classroom;
- (c) as part of (b), promotes individual agency, value and belonging by creating and sustaining opportunities for all students and staff to connect with College service partners;

- (d) provides meaningful opportunities for members of the wider College community to make a positive difference on issues of equity and justice, locally, nationally and internationally;
- (e) assists with the running of the Year 12 Retreat and other camps and programs, as required;
- (f) mentors the College's Service Captains and work with the Student Council to assist them to align activities with the philosophy of service learning at ASC.

### 3. Student Service, Enterprise and Leadership

To translate service learning into action, and working closely with key staff, the Head of Catalyst:

- (a) builds and nurtures the range of community links and partnerships to facilitate the College's service programs;
- (b) fosters, plans and helps run developmentally-appropriate opportunities for students to develop their service and leadership potential;
- (c) mentors the College's Student Council, with particular oversight of the Service Captains, to assist them to align activities with the philosophy of service and leadership at ASC;
- (d) supports and develops the College's model of, and program for, student leadership in conjunction with the Deans of Junior School and Student Wellbeing;
- (e) prepares and debriefs staff and students involved in service and leadership programs.
- (f) plans, coordinates, and attends service-learning excursions, which includes interstate and overseas travel.

### 4. Administration

The Head of Catalyst:

- (a) documents the requirements of all service programs;
- (b) ensures risk assessments are conducted for all service programs;
- (c) keeps the ASC community informed of the College's philosophy, regarding, and work in, service learning via publications, our *Djaaliny* guest speaker program, and so on;
- (d) provides an ongoing vision for Service and Social Enterprises at ASC through a Service and Social Enterprise specific strategic plan and annual operational plan;
- (e) administers the ASC Duke of Edinburgh Award program.

### 5. Staff Expectations

- (a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- (b) Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.
- (c) Maintain professional confidentiality concerning information about staff and/or students.
- (d) Strive to implement productivity, quality and service improvements on a continual basis.

- (e) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- (f) Comply with Occupational Safety and Health requirements in the workplace.
- (g) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (h) Operate as a 'team player' always and fully support the Principal, Leadership Team and activities of the College.

## **6. Other duties**

- (a) In addition to teaching (approximately three lines), the Head of Catalyst may, on occasions, be directed to undertake other duties as required by the Dean of Student Wellbeing and /or the Principal.

## **SELECTION CRITERIA**

### **Essential**

- Demonstrated ability to build and foster relationships with all stakeholders associated with the service learning program
- Demonstrated ability to successfully lead staff and manage change
- Proven highly effective interpersonal, negotiation and conflict resolution skills
- Registration with the Teachers' Registration Board
- National police clearance and Working with Children Check, or ability to obtain both clearances

### **Highly desirable**

- Attainment of, or significant progression towards, a Master's degree in a related discipline
- Experience in design thinking

*The College recognises that Duty Statements are dynamic documents.  
They are reviewed annually or as required.*

June 2021