



Title	Head of Ignatian Formation
Department	Faith and Service
Reporting	the Rector
Location	Senior School, Kew

POSITION DESCRIPTION

Our Intent:

At Xavier College we aspire to form exceptional graduates through inspiring learning experiences and our distinct Jesuit character. The individual is expected to align their actions and leadership with the Intent, our graduate qualities and the Pillars in the Xavier College Strategic Plan **XC150**.

Our Position:

The Head of Ignatian Formation plays a vital role in fostering and embedding Ignatian spirituality across the Xavier College community. With a primary focus on staff formation, the role also supports parent formation initiatives and offers guidance to the Xavier Social Justice Network (XSJN). Reporting to the Rector, the Head of Ignatian Formation champions the spiritual development of staff through retreats, programs, and reflective practice rooted in the Jesuit tradition.

The Head of Ignatian Formation works collaboratively with key stakeholders, including the Faith and Service team, House Heads, Executive, and broader formation teams, to create meaningful opportunities for spiritual engagement and professional growth. The role is responsible for coordinating major staff formation initiatives such as induction, retreats (e.g., Sevenhill, Anglesea), participation in national Jesuit programs (e.g., Ignis, Colloquium on the Ministry of Teaching), and ongoing spiritual accompaniment.

Supporting the College's mission, the Head of Ignatian Formation ensures formation programs reflect the Ignatian charism and contribute to the holistic development of our school community. In partnership with the Rector, the role supports the orientation of new parents into Ignatian spirituality and contributes to the promotion of justice and service through the XSJN.

In this regard, the Head of Ignatian Formation offers positive assistance across the school, supporting the characteristics of Jesuit Education through their manner and personal concern for the care of each individual on the campus and across the Xavier Family. The Head of Ignatian Formation understands their important contribution to the School's Intent and educational mission, and with this, the care and safety of all students in accord with the highest standards of child safety and upholding an exceptional child safe culture at the College.

Core Duties and Responsibilities:

Staff Ignatian formation

- Coordination of staff requirements regarding Jesuit Province Ignis induction programmes
- Coordinating and running Staff retreats - Sevenhill, Anglesea,
- Coordinating staff participation in ministry of the Colloquium of teaching (Run by JEA)
- Organizing staff formation day at start of Term 3
- Running new staff induction in Ignatian spirituality at beginning of the year
- Supporting Retreat in Daily Life programmes
- Representing the college at JACSA/JEA meetings of Ignatian Coordinators
- Produce Staff Formation Brochure and promote opportunities at Ignatian Centres of Spirituality
- Coordinating wider staff Ignatian formation team, especially directors of FSE. This also includes encouraging staff to take up further opportunities in Ignatian spirituality
- Supporting executive teams with Ignatian formation
- HOH retreat at end of the year at Anglesea
- working with the Faith and Service Department
- accompaniment of staff

Parent Formation

- Assisting Rector in new parents Ignatian Formation
- Parents camino to Sevenhill
- FSE tasters offered to parents

XSJN (optional)

- Attending XSJN Board meetings
- Supporting and having an overview of the XSJN coordinator (employed by the college but accountable to the XSJN Board)

Selection Criteria:

- Demonstrable commitment to educating children in Catholic Faith and Identity in a Jesuit school
- Ability to meet the Application Criteria through demonstrable practice
- Ability to meet the Compliance Criteria
- Ability to meet the inherent requirements of the role (Core Duties and Responsibilities)
- Ability to demonstrate leadership through the Pillars of the Strategic Plan
- Ability to demonstrate the Xavier Leadership Traits through lived practice
- Ability to engage in the full life of the College through a diversity of skills and work capacity
- Demonstration of qualifications and credentials denoting higher learning and proficiency

Compliance Requirements:

- Working With Children Check 'E' card.
- Australian Childhood Foundation "Safeguarding Children" and all child safety requirements.
- DET Mandatory Reporting and Other Obligations Training (annual update)
- Australian Jesuits Code of Conduct and acceptance of the Code (on appointment)
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management.

Other Duties:

The nature of the position is such that the Head of Ignatian Formation may be required to be available outside normal school hours and be available to attend College events as might be relevant.

Terms and Conditions:

Reporting Line: All staff are responsible to the Principal and Rector

Tenure: As per contract

Location: Senior School, Kew

All other terms and conditions as per the Xavier College Enterprise Agreement 2023.

Positions at Xavier College

Our Attitudes and Habits as Educators at Xavier

In alignment with the Ignatian profile of an educator in a Jesuit school, Xavier College has identified complimentary attitudes and habits that are essential attributes for educators at Xavier. The College recognises the power and critical need for individuality and diverse gifts among its members, as well as the similar requirement for an alignment in attitude and habit that are necessary for effective teamwork and alignment.

As a significant leader at the College, these attitudes and habits should be:

- consistently demonstrated and modelled in all areas of endeavour
- used to positively inform the consistent practice and standards of all educators at the College.

An educator at Xavier College:

- clearly models the Xavier ASPIRE Graduate qualities through teaching and personal actions
- demonstrably values competence and skill in the art of teaching or area of service/work, performing at or beyond a 'highly accomplished' level in the national teaching and leadership standards
- demonstrates active reflection in personal practice by engaging in and being responsive to professional feedback and conversations that are performance and growth oriented
- values all aspects of the role equally, seeking to meaningfully attend to tasks through competent commitment that attests to quality outcomes and performance
- conducts themselves with a clear intent to model and uphold Gospel values and Ignatius' understanding of generosity
- values solving problems more than identifying them, and the collaborative and creative generation of thoughtful ideas, thereby positively contributing to all areas of College life
- seeks alignment and collaboration in professional activities, through respectful and empathic conversation and the desire to act for and with others
- is honest, trustworthy and companionable, acting with integrity in supporting others and treating all with respect
- works to identify and develop the inner potential, capacity and self-worth of every student and colleague
- understands and fosters the strategic vision of the College, as well as the holistic view of education in a Jesuit school.

Positions at Xavier College

Our Xavier Leadership Traits

Our Intent at Xavier, highlighted in our Strategic Plan, is developed through seven Pillars: Our Jesuit Identity, Our Inspiring Learning, Our Student Life, Our Xavier Family, Our Professional Expertise, Our Operational Excellence, and Our Global Engagement. Each have core Values and Priorities that direct and drive our ongoing actions. It is essential that these actions demonstrate alignment across the College, and that individual actions similarly align with values and priorities and identified actions across each of the Pillars. This is essential for leaders at the College, and that they speak purposefully and powerfully to these key pillars of action through their lived experience.

As a member of staff of the College should consistently display effective leadership traits.
At Xavier, we have identified 7 traits:

- **Through Christ and Ignatius**
Christ-centred and driven for the Ignatian ideals of competence, conscience, compassion and commitment.
- **Aspire high and dig deep**
Leading high standards and aspirational for the magis, self and team
- **Lead for person, team and mission**
Distributive in leadership and respectful custodian of the tension between 'cura personalis' and 'cura apostolica'
- **Host conversations with candour**
Collaborative and collegial, ensuring candour in quality conversations
- **Swim well in your lane and be adept at understanding your ripples**
Undertake the things within your purview well, but understand and be attentive to the impacts that your actions have on others
- **Attend to process, solutions and outcomes**
Attentive to process, solutions and outcomes
- **Pursue the possible**
Agents of growth, fostering a community that supports ideas, innovation, divergent thinking and the pursuit of the possible