



# Position Description

<b>Position Title</b>	<b>Leader of Learning Inclusion</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	Sacred Heart Primary School Tatura
<b>Location</b>	<i>69-75 Hogan Street, Tatura</i>
<b>Enterprise Agreement and or Award</b>	Catholic Education Multi-Enterprise Agreement 2022
<b>Classification</b>	Level (Classification from CEMEA 2022) – based on qualifications and experience
<b>Remuneration</b>	As per award (based on above classification)
<b>FTE</b>	1.0
<b>Status</b>	Ongoing
<b>Reports to</b>	Principal

## Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Chief Executive Officer of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Chief Executive Officer and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

## Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition.
- That a strong sense of community is dependent on the quality of our collegial relationships.
- That each person's potential is fostered through the dedicated ministry of Catholic Education.
- In leadership encompassing vision, innovation, and empowerment.

## Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

### **Principles of Catholic Social Teaching**

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### **Respect**

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### **Partnerships**

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

### **Faith**

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

## School Summary

Sacred Heart is a parish primary school built on a community of students, parents and staff working together to achieve our vision of providing the highest quality of Catholic Education in a safe, inclusive and supportive environment.

## Position Summary

To develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs whilst always providing students with a child-safe environment.

All members of staff are expected to support the school's Catholic ethos, traditions and practices, and apply these to their work at all times.

## Key Responsibilities

<b>Safety</b>	<ul style="list-style-type: none"><li>• Provide the leadership, structure, resources to improve safety across the whole school community</li><li>• Lead team to comply with all school and Legislative health and safety policies and procedures</li><li>• Assist the Principal in ensuring with the school's health and safety policies and procedures</li><li>• Support a safety culture embracing, advocating and supporting OH&amp;S initiatives by actively driving and promoting OH&amp;S compliance requirements and improvements</li><li>• Be responsible for own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace</li><li>• Adhere to safe work procedures, instructions and rules at all times</li><li>• Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act</li></ul>
<b>Learner Diversity Leadership</b>	<ul style="list-style-type: none"><li>• In consultation with the Principal, the annual register of the National Consistent Collection of Data (NCCD)</li><li>• Facilitate professional learning and moderating of NCCD</li><li>• Assist in resourcing staff and parents in matters related to students with diverse learning needs</li><li>• Develop professional learning opportunities for staff grow their capability in learner diversity</li><li>• Meet with staff regarding the preparation and formulation of referrals for assessments of students with diverse needs</li><li>• In collaboration, organise meetings with parents and teachers to discuss student data and possible referrals and/or assessment outcomes</li><li>• Coordinate meetings with parents, teachers and allied health providers to discuss referral outcomes</li></ul>

	<ul style="list-style-type: none"> <li>• Timetable and coordinate, PSG meetings with appropriate parties, including teachers, parents and allied health professionals</li> <li>• Facilitate professional learning to assist in writing and updating of PLPs</li> <li>• Ensure that PLPs are updated regularly and the goals set are achievable and clearly documented.</li> <li>• Facilitate and monitor the formulation and use of an essential agreement regarding PLPs</li> </ul>
<b>Pastoral Care and Child Safety</b>	<ul style="list-style-type: none"> <li>• Work collaboratively with all school staff to implement practices that actively support student wellbeing</li> <li>• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety</li> <li>• Lead the provision of a child-safe environment for students.</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing.</li> <li>• Proactively monitor and support student wellbeing</li> <li>• Exercise pastoral care in a manner which reflects school values</li> <li>• Drive strategies which promote a healthy and positive learning environment</li> <li>• Attend year level meetings as scheduled</li> <li>• Attend all school assemblies</li> <li>• Attend school liturgical celebrations</li> <li>• Attend relevant school organised activities, as required</li> </ul>
<b>School Management</b>	<ul style="list-style-type: none"> <li>• Be included in the induction program for new, beginning and returning teachers</li> <li>• When requested, represent the school and the Schools' Leadership Team at meetings</li> </ul>
<b>Leading Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Collaboratively identify highly effective learning and teaching in ways that inspire colleagues to improve their own professional practice</li> <li>• Work with Teachers to apply skills and in-depth knowledge and understanding to deliver effective lessons and learning opportunities</li> <li>• Assist the Principal and leadership team to facilitate change aligned to school and strategic direction</li> </ul>
<b>Co-Curricular &amp; Community Involvement</b>	<ul style="list-style-type: none"> <li>• Collaboratively identify highly effective learning and teaching in ways that inspire colleagues to improve their own professional practice</li> <li>• Work with Teachers to apply skills and in-depth knowledge and understanding to deliver effective lessons and learning opportunities</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist the Principal and leadership team to facilitate change aligned to school and strategic direction</li> </ul>
<b>General and Administrative Duties</b>	<ul style="list-style-type: none"> <li>• Maintain currency of first aid, mandatory reporting and anaphylaxis training</li> <li>• Demonstrate duty of care to students in relation to the physical and mental wellbeing</li> <li>• Participate in duty supervision as rostered and other supervision duties when required</li> <li>• Demonstrate professional and collegiate relationships with colleagues</li> <li>• Uphold the professional standards expected of a Leader of Learning Diversity</li> <li>•</li> </ul>

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

## Mandatory Responsibilities and Requirements

### Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

### Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.

- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

### Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

## Key Selection Criteria

<b>Essential</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>• Current registration with the Victorian Institute of Teaching.</li> <li>• Accredited to teach Religious Education in a Catholic school or a willingness to gain accreditation.</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• An ability to provide students with a rich and rewarding educational experience and embrace a collegial, team-based approach to teaching and learning.</li> <li>• An ability to foster effective relationships with students, staff, parents and the Sacred Heart Parish community.</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of and commitment to the values of Catholic Education as outlined in our Vision Statements and Graduate Outcomes (available on the school website).</li> </ul>
	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Sacred Heart Primary School is committed to creating and maintaining a child safe environment in which students feel safe and are safe. It is a condition of employment that the incumbent has an understanding of and commitment to the VRQA Child Safe Standards.</li> <li>• Sacred Heart Primary School has a <a href="#">Child Safety Code of Conduct</a> and as a staff member of Sacred Heart, the</li> </ul>

		incumbent is subject to and expected to comply with the Child Safety Code of Conduct.
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• An enthusiasm to deliver exemplary Learning and Teaching.</li> <li>• Demonstrate an adaptable and agile mindset.</li> <li>• Contribute positively to team relationships.</li> <li>• Be calm under pressure and capable of thinking clearly in stressful situations.</li> </ul>

	<b>Key Communication Contacts</b>	<ul style="list-style-type: none"> <li>• Principal – Daily contact</li> <li>• School Leadership Team – Daily contact</li> <li>• Administration Team – Daily contact</li> <li>• Teaching Staff – As required – Daily</li> <li>• Parents/Carers – As required – communication regarding students and school events/initiatives</li> <li>• School visitors – As required</li> <li>• CES Ltd Personnel – As required</li> </ul>
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## Challenges

	<b>Types of challenges or judgement</b>	<b>How the role deals with this</b>
	Managing capability and behaviours	Performance management, engagement
	Systems, processes and management information	Work with what is currently available and embrace change as it occurs. Suggest and implement changes as they happen.
	Opposition to operational and cultural change	Using exceptional change management and interpersonal skills
	Resource constraints	Logically appraise and prioritise initiatives, establish 'buy-in' to the priorities followed by efficient implementation

		Seek alternative methods to ensure agreed priorities are met when resource constraints present
	Ambiguity	Creates structure for team and stakeholder
	Prioritisation of opportunities	Strong analysis, proposals and presentations
	Resources to implement	Influencing and negotiating with relevant stakeholders to gain commitment

	<b>Knowledge/Skills/Experience</b>	<b>Why it is important &amp; how it is used in the role</b>
	Demonstrated teaching experience teaching within an educational setting	Understanding of school operations and the education environment
	Demonstrated ability to improve safety awareness and understanding	Ensures ability to implement initiatives and handle complex issues.
	Stakeholder (including Parents and teaching staff) engagement and influencing skills	Effective communication that builds trust
	Demonstrated understanding of contemporary teaching practices and initiatives	Disciplined and logical approach to the improvement journey, to implement sustained improvements
	Strong understanding of Human Resources and Industrial Relations	To drive and deliver the people strategy of the school
	Energy, intensity and focus in making change effective throughout the work environment. Passionate and self-motivated.	To continue the drive toward a continuous improvement environment and implement change in the face of many obstacles in a 'maturing' plant
	Strong analytical skills and process-focused.	Demonstrates a high data literacy level and the knowledge in using big data to appropriately and logically execute to diverse educational initiatives