



Position Description

| | |
|-----------------------|--|
| Position Title | Principal Consultant: Primary (Western Deanery) |
| Organisation | Catholic Education Sandhurst Limited (CES Ltd) |
| Function | School Development and Support |
| Location | <i>Bendigo</i> |
| Classification | Senior Salary – Mercer Scale |
| FTE | 1.0 |
| Motor Vehicle | Provision of motor vehicle in line with CES Ltd Policy |
| Status | Fixed Term (5 years) |
| Reports to | Chief School Development & Support Officer |

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.

Office Summary

The Catholic Education Sandhurst Office comprises approximately 100 employees working across 7 key functional areas, supporting over 50 schools within the Sandhurst Diocese based across Bendigo, Tatura, and Wangaratta.

The Chief position within each function reports directly to the Chief Executive Officer of Catholic Education Sandhurst (CES) and the 7 functional areas comprise of:

- Catholic Mission/Learning & Teaching
- School Development and Support
- Early Childhood Education and Care
- Student Pastoral Wellbeing
- People and Culture
- Operations; and,
- Strategy, Risk and Governance.

Function Summary

The School Development & Support function provides systemic leadership across the Sandhurst Catholic Diocese relating to school improvement, Principal performance and development, and learner support.

The function provides strategic leadership for CES Ltd across three key performance domains: shaping culture, building capacity and capability, and enhancing performance across the Diocesan system of schools.

The function includes:

- School Improvement and Performance
- School Review (NSIT)
- Principal performance and development
- Learner Diversity Support; and,
- School Development, Research, and Innovation.

Principal Consultants within School Improvement and Performance have responsibility to ensure clear and consistent oversight of school performance and improvement as well as enhancing school leadership capability.

The Learner Diversity team works closely with the Learning and Teaching and Student Pastoral Wellbeing functions to ensure the effective delivery and timely approach to diverse learning needs and interventions. The team strives for the achievement of best practice across all schools in the network; working collaboratively with teachers, families, parents/carers, professional external service providers and allied health professionals to ensure appropriate learning strategies are developed.

Position Summary

Each Principal Consultant acts within the sub-delegated authority of the Chief Executive Officer of Catholic Education Sandhurst Ltd.

Principal Consultants are responsible for leading, supporting and providing advice to principals to ensure alignment of efforts to deliver continuous school improvement. The role assists in building leadership capacity in schools, promoting the enhancement of principal wellbeing, and acting as a resource for schools in delivering strategic initiatives.

Principal Consultants play a key role in ensuring a systemic and consistent approach to the development and application of practices by CES Ltd that relate to School Development and Support.

A key challenge of this role is to balance subsidiarity and solidarity.

Key Responsibilities

| | |
|---|--|
| <p>Build school leadership capability</p> | <ul style="list-style-type: none"> ● Build capability of Principals as leaders of Catholic communities. ● Provide advice, coaching and support to enhance Principal leadership capability. ● Co-facilitation of the Principal and Deputy Principal professional learning networks. ● Support school staff middle leadership development. ● Leadership team formation. ● Provide advice and support to enhance Principal wellbeing. ● Co-lead the Principal appointment process. ● Assist schools with the appointment of Deputy Principals. ● Lead the Principal and Deputy Principal formative appraisal process. ● Lead the Deputy Principal summative appraisal process and coordinate the Principal summative appraisal process. |
| <p>Lead continuous school improvement planning</p> | <ul style="list-style-type: none"> ● Enhance the capability of Principals and Leadership Teams in implementing recommendations or findings from the school NSIT review, Catholic Identity review and school engagement surveys. ● Support the development of strategic improvement plans that align with the CES Ltd strategic plan. ● Identify opportunities for partnerships between schools based around school priorities and in line with CES Ltd strategic priorities. ● Engage with Principals and School Leadership Teams about their school data. |

| | |
|--|---|
| | <ul style="list-style-type: none"> ● Provide targeted and strategic advice to schools to support student learning and wellbeing. ● Build the capabilities of school leaders to manage and resolve complex matters as they arise in their school communities. |
| Stakeholder engagement | <ul style="list-style-type: none"> ● Liaise with CEOS Staff in providing advice and support to schools. ● Manage community complaints as per the CES Ltd Complaints Management Framework. ● Facilitate communication opportunities between key partners (e.g. Parish Priests and School Advisory Councils). ● Provide strategic support for School Advisory Council.s |
| Accountability & Compliance | <ul style="list-style-type: none"> ● Work with Principals to ensure accountability for all regulatory and legislative requirements relating to school operations, including Child Safety and Occupational Health and Safety. ● Ensure schools reporting requirements are in line with the CES Ltd Delegation's Framework. |

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 also 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.

Requirement for onsite work

- CES Ltd values flexibility and supports remote work where able. This position does require the majority of tasks to be conducted at a CES Ltd workplace and as such, the incumbent must be available to work onsite.

| Key Selection Criteria | | |
|------------------------|----------------------------------|---|
| Essential | Qualifications and Registrations | <ul style="list-style-type: none"> • Victorian Institute of Teaching (VIT) Registration. • Postgraduate study in Education, Theology, Religious Education, Leadership or other relevant fields. • Accreditation to Teach in a Catholic School / Accreditation to Teach Religious Education and Lead in a Catholic School in Victoria (or equivalent). • Unrestricted Victorian Drivers Licence. |
| | Knowledge and Experience | <ul style="list-style-type: none"> • Primary Principal leadership experience. • Experience and knowledge in building leadership capability to achieve school improvement goals. • Ability to identify opportunities to initiate and manage continuous improvement activities such as facilitating |

| | | |
|--|---|---|
| | | the development of school improvement plans to raise student learning outcomes. |
| | Commitment to Catholic Education | <ul style="list-style-type: none"> ● Demonstrated commitment to working in a Catholic environment with an understanding of the role of Catholic schools in the mission of the Church. |
| | Skills and Attributes | <ul style="list-style-type: none"> ● Experience working with senior leadership in the identification, planning and implementation of strategic direction. ● Strong understanding of the education sector with knowledge of the day to day operations of Catholic schools, applicable legislation, accountabilities, child safety obligations, and governance requirements. ● Proven ability to deliver continuous improvement of outcomes. ● High-level communication skills. ● The ability to collect and synthesise relevant information in a complex context to identify most effective responses and next steps. ● Consistent adherence to maintaining confidentiality and handling sensitive information appropriately. ● Ability to work collaboratively as part of a high-functioning team. |
| | Commitment to Child Safety | <ul style="list-style-type: none"> ● Willing to undergo or provide a current and satisfactory working with children check (<i>VIT Registration</i>). ● Ability to demonstrate an understanding of appropriate behaviours when engaging with children. ● Acknowledge and appreciate the strengths of Aboriginal culture and its importance in the wellbeing and safety of Aboriginal students. |