



# Position Description

<b>Position Title</b>	<b>Student Pastoral Wellbeing: Safeguarding</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>Team</b>	Student Pastoral Wellbeing
<b>Location</b>	<i>Bendigo, Wangaratta, or Tatura</i>
<b>Enterprise Agreement and or Award</b>	Victorian Catholic Education Multi-Enterprise Agreement 2018
<b>Remuneration</b>	Dependent upon experience
<b>Motor Vehicle</b>	Provision of motor vehicle in line with CES Ltd Policy
<b>FTE</b>	1.0 FTE
<b>Status</b>	Ongoing
<b>Reports to</b>	Chief Student Pastoral Wellbeing 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.

## Team Summary

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

The Chief position within each division reports directly to the Executive Director of Catholic Education Sandhurst (CES) and the 7 divisional areas comprise of:

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

The ***Student Pastoral Wellbeing*** team develop and deliver strategic system-wide initiatives, policies and guidance that enable CES Ltd schools to create safe, supportive, empowering, and respectful learning environments that support students to manage their wellbeing and achieve success.

The Team promotes a culture of innovative system and school practice, taking a salutogenic approach, designed to enhance the spiritual, physical, cognitive, social, and emotional wellbeing of students in a context of quality teaching and learning.

Key areas of activity include:

- behaviour and engagement
- school attendance
- health and wellbeing
- family and community engagement
- student voice
- safeguarding.

## Position Summary

The ***Student Pastoral Wellbeing: Safeguarding*** will play a key role in the ongoing work of the Student Pastoral Wellbeing Team to lead and support child safety and wellbeing in CES Ltd schools. The role will support understanding and compliance to Ministerial Order 1359 - Implementing Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises.

The ***Student Pastoral Wellbeing: Safeguarding*** will contribute to the strategic system-wide work of the Student Wellbeing Team to lead and support CES Ltd schools to create safe, supportive,

empowering, and respectful learning environments that assist students to manage their wellbeing and achieve success.

The ***Student Pastoral Wellbeing: Safeguarding*** will contribute to the ongoing work of the Student Pastoral Wellbeing Team to lead and support child safety and wellbeing in CES Ltd schools in the following areas:

- behaviour and engagement
- school attendance
- health and wellbeing
- family and community engagement
- student voice
- safeguarding (Child Safe Standards).

## Key Responsibilities

<b>Student Pastoral Wellbeing</b>	<ul style="list-style-type: none"> <li>● Contribute to the Student Pastoral Wellbeing Team, in relation to broader wellbeing strategic projects and programs.</li> <li>● Contribute to the Safeguarding expertise of the Student Pastoral Wellbeing Team and CES Ltd generally.</li> </ul>
<b>Safeguarding (Child Safe Standards)</b>	<ul style="list-style-type: none"> <li>● Support compliance to Child Safe Standards (CSS), MO 1359 and National Catholic Safeguarding Standards across all CES Ltd schools.</li> <li>● Work with schools to develop, implement and review Child Safe action plans.</li> <li>● Contribute to reports for internal governance.</li> <li>● Design and deliver professional learning and resources to support capacity building and compliance (e.g., Child Safe Officer Training, Child Safe Lead Training).</li> <li>● Represent CES Ltd on relevant safeguarding networks or working parties (eg., CECV Child Safe Standards Working Party).</li> <li>● Escalate child safety (reportable conduct concerns) with the Chief Student Pastoral Wellbeing Officer.</li> </ul>
<b>Coordinated service delivery to designated schools</b>	<ul style="list-style-type: none"> <li>● Collaborating with Student Pastoral Wellbeing colleagues to develop understanding of the context and needs of schools.</li> </ul>

	<ul style="list-style-type: none"> <li>Referencing designated schools' strategic plans, annual action plans, school review documentation and other relevant data to inform appropriate service to schools.</li> </ul>
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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.
- All employees will be required to provide evidence of vaccination status prior to commencing employment with CES Ltd. Depending on the role some employees will also be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training.

### 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>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>• A qualification in education or a related field of study.</li> <li>• Post graduate qualification in a related field of study desirable.</li> <li>• Current VIT registration or Working with Children Check.</li> </ul>
<b>Essential</b>	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Extensive knowledge of the Victorian Child Safe Standards and legislative requirements associated with education and Ministerial Order 1359, including cultural safety for Aboriginal and Torres Strait Islander students.</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Demonstrated commitment to Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.</li> </ul>
	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate an understanding of appropriate behaviours when engaging with children and young people.</li> <li>• Knowledge and understanding of the requirements of the Child Safety Standards including creating cultural safety for Aboriginal and Torres Strait Islander students and families.</li> </ul>
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Proven ability to design and deliver engaging and effective training to a variety of audiences.</li> <li>• Utilise data and information to monitor and improve outcomes.</li> <li>• Demonstrated evidence of networking and partnering to engage, promote and influence desired outcome.</li> <li>• Excellent communication and collaboration skills with the demonstrated ability to discuss and partner with others to influence change.</li> <li>• Proven organisational skills, ability to prioritise own workload and to use sound judgement when managing competing demands.</li> <li>• Proficient IT skills (e.g., word processing, VC, PowerPoint, online calendar).</li> <li>• Able to identify risks and act on or escalate, as appropriate.</li> </ul>