



Position Description

Position Title	Education Officer: Student Pastoral Wellbeing (Child Safe Standards)
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
Team	Student Pastoral Wellbeing
Location	<i>Bendigo</i>
Enterprise Agreement and or Award	Victorian Catholic Education Multi-Enterprise Agreement 2018
Classification	Education Officer - EO1
Remuneration	\$112,496 (excluding superannuation)
Motor Vehicle	Provision of motor vehicle in line with CES Ltd Policy
FTE	1.0 FTE
Status	Ongoing
Reports to	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 and Teaching
- School Development and Support
- Early Childhood Education and Care
- Student Wellbeing
- People and Culture
- Operations; and,
- Strategy, Risk and 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 ***Education Officer: Student Pastoral Wellbeing (Child Safe Standards)*** will play a key role in the ongoing work of the Student Wellbeing Team to lead and support child safety and wellbeing in CES Ltd schools. The role will support understanding and compliance to the Department of Education and Training (DET) Ministerial Order 1359 (Implementing Child Safe Standards).

The ***Education Officer: Student Pastoral Wellbeing (Child Safe Standards)*** 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 support students to manage their wellbeing and achieve success.

Key Responsibilities

Child Safe Standards (Ministerial Order 1359)	<ul style="list-style-type: none">• Support the development and implementation of initiatives, policy materials and resources that address Ministerial Order 1359 (Implementing Child Safe Standards).• Support the development and delivery of strategic system-wide resources and training for CES Ltd schools to create safe, inclusive and respectful learning environments where children and young people thrive.• Provide support and advice to school leaders, in policies and procedures, related to Child Safe Standards/Ministerial Order 1359.• Contribute to the Child Safety expertise of the Student Wellbeing Team and CES Ltd generally.• Collaborate with internal/external stakeholders to implement child safety policies and initiatives within the scope of the Student Pastoral Wellbeing Team.• Coordinate and implement any future legislative changes.
Pastoral Wellbeing	<ul style="list-style-type: none">• Contribute to other aspects of the work of the Student Pastoral Wellbeing Team, in relation to broader child safety and wellbeing projects and programs, including supporting the implementation and review of priorities and policies and initiatives that promote and strengthen Pastoral Wellbeing in Catholic school communities
Coordinated service delivery to designated schools	<ul style="list-style-type: none">• Collaborating with team colleagues to develop understanding of the context and needs of schools within designated schools.

Facilitating improvement and change	<ul style="list-style-type: none"> • Accommodate and respond with initiative to changing priorities and operating environments e.g., school, classrooms, office and community agencies. • Lead and facilitate productive discussions with staff, students and community partners. • Utilise data and information to monitor and improve outcomes. • Build capacity across schools and school communities to respond to school attendance concerns, critical incidents and behaviours. • Escalate any risks and rectify as appropriate.
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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

Essential	Qualifications and Registrations	<ul style="list-style-type: none">• Tertiary qualification in education.• A qualification in a related field of study is highly desirable (e.g., Health Promotion, Social Work, Public Health, Disability and Inclusion).• Victorian Institute of Teaching registration.• A current Victorian driver's licence.
	Knowledge and Experience	<ul style="list-style-type: none">• Demonstrated experience working and leading in educational settings with experience in child safety and student wellbeing, or related fields.• Demonstrated experience working and leading in community service setting with a specific focus on child safety and wellbeing, or related fields.• Depth of knowledge in Child Safe Standards policy, government direction, statutory requirements and research evidence promoting child safety and wellbeing, including relevant legislation related to child safety.• Demonstrated understanding of school improvement frameworks, related to student engagement and wellbeing, practices at school leadership and/or system leadership level.• Demonstrated ability to collaborate with team members to design effective, evidence informed strategies and professional learning to strengthen practice, drive improvement and contribute to achieving strategic intentions/goals.• Ability to take personal accountability for achieving high quality outcomes through understanding of organisational context and self-reflection.

	Commitment to Catholic Education	<ul style="list-style-type: none"> ● Demonstrated commitment to Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.
	Skills and Attributes	<ul style="list-style-type: none"> ● Evidence of well-developed oral and written communication skills with an ability to use these to engage with stakeholders including school leaders and teachers to influence change and manage complex issues. ● Proven organisational skills, ability to prioritise own workload and to use sound judgement when managing competing demands. ● Proven ability to utilise data and information to monitor and improve outcomes. ● Possess a flexible approach to adapt, be creative and problem solve with various stakeholders as required. ● Highly developed word processing and computer skills including a high degree of proficiency within the Microsoft Suite including Microsoft Word, Excel, PowerPoint, and Google applications. ● Promote and model the value of self-improvement and be proactive in seeking opportunities for growth and new learning relevant to CES Ltd. ● A personal approach which holds the care, safety and wellbeing of children and young people as a fundamental responsibility of Catholic education. ● Be aware of risks and act on or escalate risks, as appropriate.