



# Position Description

<b>Position Title</b>	Leader of Learner Diversity
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	Three school collaboration – St Mary’s, St Joseph’s and St Patrick’s Primary School
<b>Location</b>	<i>Cohuna, Kerang and Pyramid Hill</i>
<b>Enterprise Agreement</b>	Victorian Catholic Education Multi-Enterprise Agreement 2018
<b>Position of Leadership</b>	POL 2
<b>FTE</b>	0.6 FTE
<b>Status</b>	Fixed Term – 2 years (2022-2023)
<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 Northwest 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 Executive Director of Catholic Education Sandhurst acts as Chief Executive Officer for the Board of CES Ltd and within its delegated schedule for the organisational, administrative, support and service matters related to Catholic schools within the Diocese.

The Executive Director of Catholic Education Sandhurst 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

St Patrick's Pyramid Hill, St Mary's Cohuna and St Joseph's Kerang are a three school collaboration that is committed to making a difference for all students.

## Position Summary

This role is for a skilled educator to lead the area of Learning Adjustments across the three schools.

Key leadership responsibilities will include:

- Implementation of CECV intervention framework
- Liaison with three principals and school staff in the collaboration
- Coordination of NCCD to support student with additional needs
- Building capability in collaboration with staff in inclusive practices and differentiation of learning for all, effective personalised learning plans and response to intervention frameworks

## Leadership Framework

This role will work within the CES Ltd Leadership Framework. The Framework sets out that Leadership in a Catholic School creates a vision for a community in which all may have life and have it in abundance (John 10:10) and where student flourishing is the core purpose. Leaders in Catholic schools are guided by religious, professional, ethical, and moral principles and pursue this vision in service of the community. Servant leadership is at the core of all levels of leadership in the Catholic school. The leadership vision is student centred with a growth mindset that is guided by a belief in the dignity and potential of the human person.

Leadership in a Catholic school includes seven professional practices that are valued as critical elements in leading a Catholic school. They are as follows:

- Leading the Catholic School
- Leading a Well Community
- Leading Learning and Teaching
- Developing Self and Others
- Leading Improvement, Innovation and Change
- Leading the Management of the School
- Engaging and working with the Community

## Key Responsibilities

<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"><li>• A demonstrated understanding of the ethos and the Catholic Identity of the school</li></ul>
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	<ul style="list-style-type: none"> <li>• An awareness of the Schools vision, identity statement and graduate outcomes</li> </ul>
<b>Manage NCCD Processes</b>	<ul style="list-style-type: none"> <li>• Manage the systems supporting the NCCD processes, including: <ul style="list-style-type: none"> <li>○ Pre-referral process of learners with additional needs (ROSAE)</li> <li>○ Documentation of PLP's</li> <li>○ Provision of special equipment</li> <li>○ Coordination and chairing of PSG meetings as necessary</li> <li>○ Documentation and storing of evidence of learning</li> <li>○ Adjustments/reports and referrals</li> <li>○ Coordination of NCCD moderation process</li> <li>○ Coordination of input of data for annual NCCD survey</li> <li>○ Promote research and best practice in learning adjustments and inclusive practice</li> <li>○ Identify, facilitate and evaluate staff professional learning around disability, learning adjustments and inclusive practices</li> <li>○ Attend diocesan NCCD and Learner Diversity networks</li> </ul> </li> </ul>
<b>Contemporary Teaching Support</b>	<ul style="list-style-type: none"> <li>• Support the development of a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs</li> <li>• Nurture relationships with parents for open and ongoing communications to support learners</li> <li>• Work with Learners guided by the classroom teacher and goals from the Learner's Individual Learning Plan to the best of their ability</li> <li>• Co-plan programs with classroom teachers to cater for individual needs of learners and others in the classrooms</li> <li>• In consultation with the teacher, assess whether a learners goals have been achieved</li> <li>• To maintain a learning log to document support provided to learners daily</li> <li>• Engage in learning progress discussions when requested e.g: Learning Conversations</li> <li>• Liaise with appropriate support staff in the implementation and co-construction of the curriculum Eg: Teacher, external agencies</li> <li>• Feedback observations, achievements and concerns of a learner to the teacher</li> <li>• Attend Parent Support Group meetings for Learners in their care when requested</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <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>• Assist in the provision of a child-safe environment for students</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing</li> <li>• Maintain a current Working with Children’s check</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Commit to ongoing professional development in your area of work</li> <li>• Commit to PD that will provide a greater understanding of support to the Learner</li> <li>• Continue development of ICT skills as technologies evolve</li> <li>• Participate in staff appraisal: Performance &amp; Development and Annual Review Meetings</li> <li>• Contribute to the development, implementation and monitoring of the annual learning and teaching action plans</li> </ul>
<b>General and Administrative Duties</b>	<ul style="list-style-type: none"> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures</li> <li>• Maintain currency of first aid, mandatory reporting and anaphylaxis training</li> <li>• Demonstrate professional and collegiate relationships with colleagues</li> <li>• Other duties as directed by the Principal</li> <li>• Demonstrate duty of care to students in relation to the social, emotional physical and mental wellbeing</li> <li>• Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities</li> <li>• Participate in active duty supervision as rostered and other supervision duties when required Eg: playground, shadowing, excursions / camps</li> <li>• Other duties as directed by the Principal</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.
- 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>Essential</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in Education</li> <li>• Registration with the Victorian Institute of Teaching (VIT)</li> <li>• First Aid Certificate</li> <li>• Anaphylaxis Certificate</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience with working with students with additional needs</li> <li>• Demonstrated knowledge of the Disability Discrimination Act</li> <li>• Understanding of CECV Guidelines – Student with additional learning needs</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge and commitment to the Australian Professional Standards for Teachers (AITSL)</li> <li>• Demonstrated ability to work with students, parents and teachers to provide a supportive learning environment that embraces challenges with confidence and resilience</li> </ul>
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Commitment to the Catholic Identity of the three schools in the collaboration</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Must be able to demonstrate an understanding of appropriate behaviours when engaging with children as well as have an understanding of cultural safety of children from culturally and or linguistically diverse backgrounds.</li> <li>• Demonstrated understanding of legal obligations relating to child safety including mandatory reporting</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Passion for improving outcomes for all students</li> <li>• Ability to work as part of a team and work in collaboration with various teams</li> <li>• Excellent oral and written communication skills, including the ability to communicate with children, parents, and the school community</li> <li>• Ability to manage complex tasks with minimal supervision</li> <li>• Ability to develop and maintain strong working relationships with key stakeholders</li> <li>• Proven ability to provide compassion, sensitivity and confidentiality to learners and families</li> <li>• Commitment to ongoing professional learning including attendance at CES Ltd Diocesan network meetings to build capability</li> <li>• High level of organisational skills to meet the needs of meetings, documentation and supporting all relevant people</li> <li>• Demonstrated capacity to participate in a range of school activities eg. school sports, sacramental programs, liturgies, school camps and excursions</li> </ul>