

Catholic  
Education  
Sandhurst Ltd



# Employment in Catholic Education

DIOCESE OF SANDHURST

(School Staff)

# Introduction

Dear Colleagues

I invite you to read this document, Employment in Catholic Education Sandhurst Ltd carefully. It is a statement of our key understandings and commitment as professionals to each other and to the families whose children we teach and serve. It is a document imbued with the core understandings of the Catholic Church and of the ministry of education. It embraces all roles within our schools and is informed by contemporary professional expectations as well as visionary and sound theology.

This document is intentional in celebrating all roles within Catholic education – everyone present in our communities is an educator. Some of us have formal qualifications which require particular responsibilities whilst others are educators by their presence, compassion and relationship with students, families and co-workers.

*"When we go back to a list of the qualities that made our best educators so effective, we probably notice that so much of what made them significant in our lives was not what they did, but who they are as human beings"*

(Zehm & Kottler, 1993:2)

We need the '*variety and unity of gifts*' (Corinthians 12:4) to fulfil the mission of Catholic education. Education author Christopher Day encourages us all when he states:

*'Educators with a passion for teaching are driven by hope rather than optimism. They are hard-working, practical people who know their craft and like their pupils. They are sustained as active learners by their own sense of moral purpose...they understand that teaching is emotional as well as intellectual and practical work. They are not heroes or heroines but they are heroic!'*

(Passion for Teaching 2004:177)

Education is always a human encounter. We understand it best as a work of love which nourishes and nurtures students, families and colleagues to fullness of life. We are committed to your growth and development and exhort you to continue to grow and enrich the lives of the students whom you teach and the colleagues with whom you minister each day.

Blessings



Mr Paul Desmond

Chief Executive Officer of Catholic Education Ltd – Diocese of Sandhurst

June 2023

**Note:** *unless it is stated otherwise, the responsibilities and requirements outlined in this document apply to all staff in Catholic Education in the Diocese of Sandhurst (teaching and non-teaching staff alike), even though these responsibilities and requirements will be fulfilled in different ways.*

# 1.0 Commitment to the Church's Mission within Catholic Education

Each Staff Member in a Catholic school shows through their professional and personal life a commitment to the Church's mission in Catholic education.

Therefore, each staff member undertakes to:

- 1.1 accept, support and promote the value and principles of Catholic education within the mission of the Church in an atmosphere of trust, mutual respect, loyalty, integrity and truthfulness;
- 1.2 contribute to the ongoing formation of the school as a faith-enriched community with the Eucharist as its centre and Christ as its model;
- 1.3 recognise and acknowledge the rich history and unfolding story of the Catholic Church and Catholic education within the Parish and the Diocese;
- 1.4 participate in the development and realisation of the school's own vision and mission;
- 1.5 engage with the poor, alienated and marginalised with understanding and compassion and support policies and decisions to create conditions supporting this;
- 1.6 strive, through daily interactions and example, to develop students' understanding and acceptance of Catholic teachings, values and practices; and the following of the Person of Christ;
- 1.7 assist students in the dialogue of faith and culture in their daily lives within a changing world in the light of the Gospel message of love, truth and freedom;
- 1.8 develop and maintain an adequate understanding of, and commitment to, those aspects of Catholic teaching that touch upon their life-style and areas of responsibility;
- 1.9 strive to live out their personal vocational commitment in a community of colleagues.

## 2.0 Responsibility of CES Ltd to the Staff member

**CES Ltd acknowledges the co-operative professional relationship between the school and the staff member.**

**Therefore, the employing authority commits to:**

- 2.1** making available copies of school policy documents, CES Ltd policies, and CECV policies, regulations and industrial agreements to the staff member as appropriate;
- 2.2** providing a formal letter of appointment which includes a description of the staff members position and the requirements of the position;
- 2.3** providing a supportive professional environment, including appropriate induction programmes and reasonable access to professional development;
- 2.4** providing a staff handbook (or equivalent) which describes general organisational details and expectations of professional staff;
- 2.5** providing opportunities for all staff to participate in the Faith life of the school;
- 2.6** just and equitable processes, interactions, opportunities and outcomes for all staff;
- 2.7** providing and maintaining a work environment that is safe and supportive of staff wellbeing, including appropriate resources, facilities and training.
- 2.8** encouraging staff to pursue a healthy balance between the personal and professional areas of their life.

## 3.0 Responsibilities of Staff to School and CES Ltd

**Each staff member acknowledges a co-operative professional relationship with their school and CES Ltd.**

**Therefore, the staff member undertakes to ensure that they:**

- 3.1** are honest, truthful and acts with integrity at all times in their relationship with CES Ltd and the delegated school leaders;
- 3.2** adhere to contractual commitments in accordance with relevant policies and industrial agreements;
- 3.3** support and comply with the development and implementation of school and CES Ltd policies and CECV policies, regulations and industrial agreements;
- 3.4** provide high quality professional service to fellow staff, students and parents/guardians;
- 3.5** commit to appropriate and regular Professional Learning in line with school and CES Ltd policy;
- 3.6** model a public lifestyle that provides a positive role commensurate with Catholic teaching and practice;
- 3.7** seek to fulfill all legal obligations such as those involving Duty of Care, Occupational Health and Safety, Copyright, Privacy and Confidentiality, and Child Safe;
- 3.8** maintain appropriate relationships with current and past students at all times, including through digital media, according to school and VIT policy and standards;
- 3.9** act responsibly in the use of resources in a sustainable and equitable manner;
- 3.10** maintain an appropriate professional registration, such as with the Victorian Institute of Teaching (VIT) to teach in the State of Victoria, or its equivalent where required; or will maintain a valid and current Working With Children Check, and advise the employing authority immediately if such a Check is withdrawn, or may be withdrawn;
- 3.11** do not operate beyond the limits of their competence and qualifications;
- 3.12** positively promote the school in the wider community.

**Note:** *"Relevant Policies" may include: School/CES Ltd/CECV*

## **4.0 Commitment to Competence and Professionalism**

**Each staff member, as a competent professional, is committed to Catholic education and to ongoing professional development.**

**Therefore, the staff member undertakes to ensure that they:**

- 4.1** endeavour to nurture the particular gifts and talents of all students;
- 4.2** are caring and responsive to students with special needs and respects individual diversity;
- 4.3** supports and contribute to the leadership of the school and exercise personal leadership appropriately;
- 4.4** build and maintain collaborative partnerships in relationships with colleagues;
- 4.5** participate, when appropriate, in Diocesan professional development teams and programs and support the school in collaborating in Professional learning programs across clusters, and the Diocese and broader community;
- 4.6** strive to maintain a healthy balance between personal and professional areas of their life.
- 4.7** assist and support newcomers to, and all those involved in, Catholic Education;
- 4.8** recognise and interact appropriately with other professionals outside the immediate school environment and school system.

## 5.0 Commitment to the Learning and Professional Development of Students

Each staff member shares in promoting the formation of the whole Person. Teaching staff have a particular responsibility for this through positive rapport with students and through a well-planned school curriculum which should enhance student learning and personal development.

Therefore, the teacher undertakes to ensure that they:

- 5.1 integrate values consistent with Catholic teaching into all areas of the school curriculum;
- 5.2 present and model learning and growth in faith as a life-long and life-giving process through the development of critical thought, reflection and community action in the light of Gospel values and consistent with the teachings of the Catholic Church;
- 5.3 strive to provide effective learning and teaching through continual professional development;
- 5.4 act in a professional manner among staff, students and the community and in a manner consistent with the requisite Professional Standards and Code of Ethics of the Victorian Institute of Teaching, including the use of digital media.
- 5.5 provide a diversity of creative and effective learning experiences to enable all students the opportunity to gain access to the knowledge, skills and values required for full, active and fruitful participation in society;
- 5.6 use appropriate student assessment procedures consistent with school policy, and provide meaningful feedback to students and parents;
- 5.7 teach in a way that addresses each student's development with an understanding of the conditions and processes which facilitate learning for students;
- 5.8 lead students through facilitation, co-ordination, word and example towards greater responsibility for their own learning;
- 5.9 recognise and cater for different styles and rates of learning across curriculum areas;
- 5.10 are accredited or agree to gain accreditation within a specified timeframe to teach in the Catholic school in accordance with CECV policy;
- 5.11 is accredited or agrees to gain accreditation (if applicable) to teach Religious Education in the Catholic School, in accordance with CECV policy;
- 5.12 participate in school-level curriculum development and evaluation consistent with Catholic ethos and approved policies and guidelines.

## 6.0 Commitment to Student Pastoral Wellbeing

Each staff member of a Catholic school performs an essential personal role in the teaching ministry of the Catholic Church. This goes beyond the need for professional skills and competence as staff bring to the students a realisation and knowledge of the richness and joy of a life lived in accordance with Gospel values.

Therefore, within their particular responsibilities, the staff member undertakes to:

- 6.1 exercise a duty of care towards all students, consistent with school and Diocesan policy as well as community expectations;
- 6.2 recognise CES Ltd values and protect the uniqueness, potential and dignity of each student;
- 6.3 be sensitive to each student's religious, social and cultural background and affirms the richness of this diversity;
- 6.4 foster the development of each student's self-concept and their ability to interact harmoniously and productively with others;
- 6.5 support students in developing increased responsibility for personal decision-making and action in accordance with Gospel values;
- 6.6 be committed to justice and equity for all students, in all interactions, educational opportunities and outcomes;
- 6.7 use agreed instructional and behavioural practices and interventions;
- 6.8 support and actively promote a safe and positive school environment;
- 6.9 foster relationships with students which are based on trust, honesty and integrity.

## 7.0 Partnership with Parents/Guardians

**Each staff member understands that the family is the primary focus and nurturing “centre” of children and young people and therefore works in partnership with parents/guardians towards the development of each student.**

**Consequently, the staff member undertakes to ensure that they will act in a way which:**

- 7.1** is sensitive and responsive to the complexity and diversity of modern family life and to the many social, psychological, financial and other pressures faced by families, and respects the uniqueness and value of each student's family background;
- 7.2** values and promotes the role of parents/guardians as the child's/ children's first and foremost educators by:
  - 7.2.1** recognising accountability and responsibility to the parent/s / guardians of the students;
  - 7.2.2** working in partnership with parents/guardians through establishing appropriate communication channels to facilitate such partnership;
  - 7.2.3** creating a warm and welcoming climate for parents / guardians at classroom and school levels, based on courtesy, mutual trust and open communication;
  - 7.2.4** participating in school initiatives to involve parents/guardians in genuine ways of engagement and in the decision-making processes of the school;
- 7.3** recognises the vital role of the parish and community in partnership with parents/guardians and school in achieving each student's growth in wholeness;
- 7.4** respects family privacy and the confidential nature of family information (within the requirements of relevant legislation);
- 7.5** respects parents' / guardians' rights of inquiry, consultation and information with regard to their children.

## 8.0 Collaboration with the Parish Community

**Each staff member recognises the school and parish share in a common mission**

**Therefore, the staff member undertakes to:**

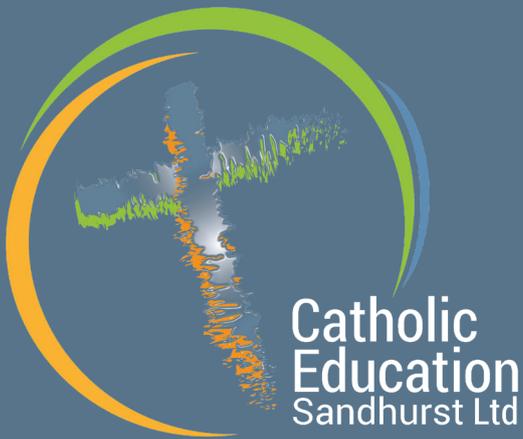
- 8.1** recognise, appreciate and promote the role of the Parish in the life and nature of the Catholic School and promote where appropriate, the continuing interaction between the school community and the wider Christian community;
- 8.2** recognise and support, where appropriate, the involvement of the school in the sacramental life of the local faith community;
- 8.3** provide opportunities when appropriate for students to take their place in the communal and liturgical life of the Church;
- 8.4** welcome and support priests and their representatives and chaplaincy services within the school as integral to the holistic development of students, school staff and community.

## 9.0 Responsibility to the Broader Community

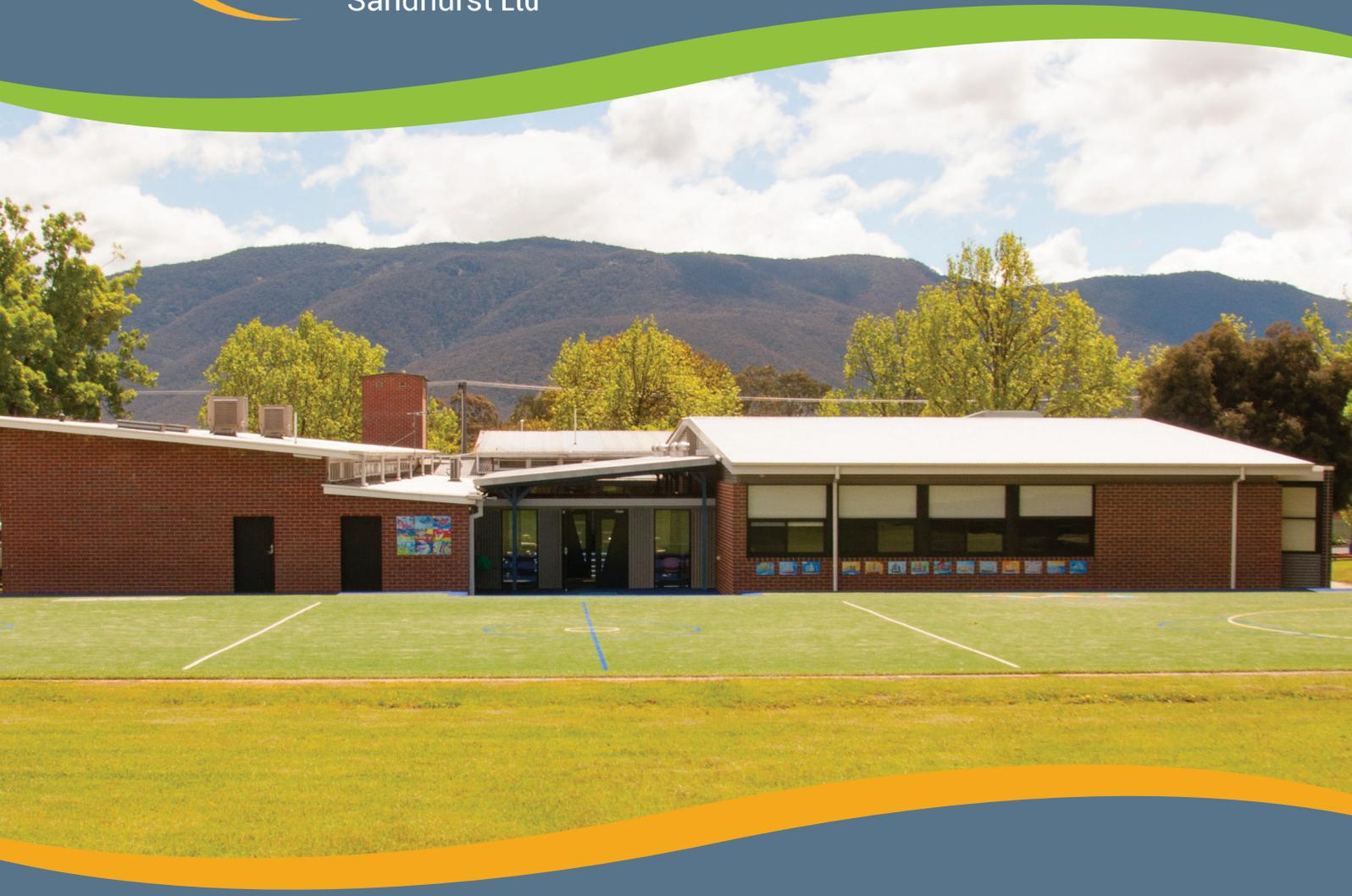
In view of the Catholic school as a place of light and service, each staff member, according to their responsibilities seeks to develop in students the values of a community which include: respect for self and others; equality; integrity; participation; and the pursuit of truth.

Therefore, each staff member undertakes to:

- 9.1 promote co-operation among all agencies and professionals working in the best interests of students and families;
- 9.2 provide a professional service which considers the needs of the community;
- 9.3 develop, by precept and example, a respect for our nation and its laws and policies which protect and promote the well-being of students, families and the community;
- 9.4 recognises each school as being an integral part of the whole community and therefore seeks to support and build that community.



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