



Position Description

Position Title	Wellbeing Curriculum Project Officer
Organisation	Catholic Education Sandhurst Limited (CESL)
Function	School Improvement & Safeguarding
Location	<i>Tatura, Wangaratta or Bendigo</i>
Remuneration	Education Officer EO1
FTE	1.0
Motor Vehicle	Provision of motor vehicle in line with CESL Policy
Status	Fixed Term (12 months)
Reports to	Senior Lead Culture & Safeguarding

Our Organisation

Catholic Education Sandhurst Limited (CESL) 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 3,000 employees in just under 60 schools and early childhood facilities.

CESL participates and cooperates in the work of the Victorian Catholic Education Authority (VCEA), 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 is appointed by the Board of CESL to support the administrative, organisational and service matters to Catholic schools within the Diocese.

The Executive Director and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CESL 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 CESL is to provide, in partnership with our families, stimulating, enriching, liberating, sacramental 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

CESL Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic teaching, grounded in the person and teaching 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.

Function Summary

The School Improvement & Safeguarding function enhances the quality of education and ensures the safety and wellbeing of students within the Catholic Education system. By supporting the Deputy Director and Executive Director, this function drives school improvement initiatives and implements robust child safeguarding measures.

The function includes:

- School Improvement
- Governance and accountability of schools

- Principal/Leadership support
- Behaviour curriculum and interventions
- Wellbeing curriculum and interventions
- Safeguarding
- Inclusive Education
- Aboriginal and Torres Strait Islander Education

This work is informed by the CESL Guiding Lights, which ensures we are prioritising the right work for our Catholic School Communities.

Position Summary

This role is essential in fostering a positive, supportive, and orderly learning environment across schools. The Wellbeing Curriculum Project Officer supports school staff in implementing effective student wellbeing and behaviour management strategies, ensuring a unified and consistent approach across the school system. Using evidence-informed practices and multi-tiered systems of support (MTSS), the role ensures tailored interventions for all students, including those requiring additional support.

The officer collaborates with schools to promote positive learning environments, enact Tier 1, 2, and 3 interventions, and develop system-wide policies on Student Wellbeing Support, Behaviour Management, and Attendance Monitoring. Additionally, they support the implementation of a common wellbeing and behaviour curriculum, ensuring staff, leaders, and allied professionals are equipped to respond effectively.

This role is essential in fostering a positive, supportive, and orderly learning environment across schools. The Wellbeing Curriculum Project Officer will support CESL to implement identified wellbeing curriculum across all CESL schools with fidelity.

Additionally, the officer will support the implementation of a common wellbeing curriculum, ensuring staff, leaders, and allied professionals are equipped to respond effectively.

Key Responsibilities

Implementation of Wellbeing Curriculum	<ul style="list-style-type: none"> • Lead the rollout and ongoing management of the CESL Tier 1 Wellbeing Curriculum. • Provide guidance and support to CESL schools in the implementation of Tier 2 wellbeing programs, ensuring that these programs are effectively integrated into the school environment.
Training & Development	<ul style="list-style-type: none"> • Develop and deliver training sessions for school staff on the wellbeing curriculum and other wellbeing initiatives, ensuring that staff are equipped with the knowledge and skills to support student wellbeing. • Establish systems for tracking the implementation and impact of wellbeing programs, including collecting and analysing data to inform continuous improvement.

Collaboration & Partnership	<ul style="list-style-type: none"> • Work collaboratively with school leaders, teachers, and external partners to promote and enhance wellbeing initiatives across CESL schools.
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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.

Key Capabilities & Requirements	
Qualifications and Registrations	<ul style="list-style-type: none"> • Relevant tertiary qualifications in education, psychology, social work, or a related field • Victorian Institute of Teaching registration or Working With Children Check • A current unrestricted Victorian Drivers Licence
Knowledge and Experience	<ul style="list-style-type: none"> • Proven experience in implementing and managing student wellbeing, attendance, and behaviour strategies. • Strong understanding of educational policies and Duty of Care requirements. • Ability to work collaboratively within a multi-disciplinary team. • Strong problem-solving and decision-making abilities. • Commitment to fostering safe and supportive learning environments.
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"> • Strong teamwork and collaboration skills. • Excellent communication and interpersonal abilities. • High ethical standards and integrity. • Strong analytical skills for interpreting data and making evidence-based recommendations. • Consistent adherence to confidentiality and sensitivity in handling student matters.

Mandatory Responsibilities and Requirements

Compliance with CESL Policies and Procedures

- All CESL policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CESL 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 CESL 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 CESL'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 CESL.

Compliance with Child Safety Legislation

- CESL 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 CESL 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. CESL 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

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