



Position Description

Position Title

Community & Wellbeing Leader (F-6)

Organisation

Catholic Education Sandhurst Limited (CES Ltd)

School

St Anne's College

Location

Kialla

Award

Catholic Education Multi-Enterprise Agreement 2022

Position of leadership

POL 3

Time release

17 periods per cycle

Status

Fixed Term: 22nd April 2025 – 26 January 2028

Reports to

Deputy Principal Community Wellbeing

Position Summary

The role of the Community & Wellbeing Leader is vital in ensuring all students feel valued, cared for and empowered to succeed both academically and personally. This position works in partnership with the Learning & Teaching Leaders, to build strong relationships with students and families to encourage community spirit and participation, whilst ensuring the overall improvement of the Foundation to Year 6 cohort.

This position works in partnership with all Community & Wellbeing Leaders and closely with the Deputy Principal Community & Wellbeing in enacting the strategic direction of the school with a focus on analysing student behaviour data to enhance student engagement

This position also ensures strategic deployment of resources, and aims to support improved learning outcomes for all students engendering faith education and Catholic identity

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.

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.

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 Anne’s College is a single campus Foundation – Year 12 Catholic college, servicing families in the Shepparton area. St Anne’s College is situated on 10 hectares of land and is located at the South end of Shepparton in a rapid growth corridor.

St Anne’s College had its first intake of students in 2019 and began with enrolments in Foundation and year 7. As each year progresses, a new year level is added in the primary and the secondary area. The estimated college population at full capacity is around 1400 students.

Position of Leadership Structure – 2025 - 2027

Executive Leadership Team	Leadership Team
Principal	Catholic Identity Leader
Deputy Principal Learning and Teaching	Learning & Teaching Leader (F-6)
Deputy Principal Community Wellbeing	Learning & Teaching Leader (7-12)
Business Manager	Community & Wellbeing Leader (F-6)
	Community & Wellbeing Leader (7-9)
	Community & Wellbeing Leader (VCE)
	Inclusive Education Leader
	Learning Support Coordinator

Responsibilities

<p>Leading Community & Wellbeing</p>	<ul style="list-style-type: none"> • Work collaboratively with Deputy Principal Community Wellbeing and Inclusive Education Leader to create and monitor pastoral groups • Monitor attendance, uniform standards and presentation of learning community and ensure all concerns are addressed effectively and consistently • Effectively monitor wellbeing referrals for students and connect families with internal and external wellbeing support services as required.
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	<ul style="list-style-type: none"> • Work collaboratively with all leaders in the organisation of learning community events • Work collaboratively with Catholic Identity Leader to establish faith filled practices within learning community • Lead in collaboration with Deputy Principal Community & Wellbeing, classroom teachers the transition of students within F-6 • Utilise the SWPB framework to provide tiered support for student behavioural needs. • Analyse and review relevant data sets such as behavioural data (attendance, disruptions to learning, non-completion of work) and develop strategies and targets for improvement.
Strategic planning	<ul style="list-style-type: none"> • Contribute to the development of school improvement plan and annual action plans • Ensure all aspects of community development and wellbeing within the learning community align with the College values, graduate outcomes and Learning & Teaching framework. • Monitor and evaluate the implementation and impact of school improvement strategies in relation to student behaviour, wellbeing, and engagement • In consultation with Business Manager, review and maintain relevant budgets, including resource requests for learning community.
Community, communication and partnerships	<ul style="list-style-type: none"> • Collaborate with all middle Leaders to ensure a cohesive approach to behaviour wellbeing, and engagement in learning community. • Promote parental and carer engagement as a key aspect of raising the achievement of all students. • Support an inclusive curriculum and school culture that promotes understanding of and respect for Aboriginal and Torres Strait Islander histories, cultures and languages and other culturally and linguistically diverse communities. • Build partnerships with the local community and external stakeholders so they are aware of the vision and values of the school and can contribute to its success. • Identify and implement strategies to meet the diverse needs of students and their families. • Promote and model the Catholic mission of the college.
Professional Development	<ul style="list-style-type: none"> • Have current knowledge of Positive Behaviour frameworks • Commit to ongoing professional learning

	<ul style="list-style-type: none"> • Be open to researching areas of interest relevant to directions provided in the school's strategic plan • Participate in the staff appraisal process
General and Administrative Duties	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures • Maintain currency of first aid, mandatory reporting and anaphylaxis training • Demonstrate duty of care to students in relation to their physical and mental wellbeing • Attend all relevant CESL networks, school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities

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 and Requirements

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Teaching qualifications • Current Victorian Institute of Teaching (VIT) registration • Accreditation to teach in a Catholic school (or be working towards such accreditation)
	Knowledge and Experience	<ul style="list-style-type: none"> • Have an in depth understanding of contemporary learning and teaching • Comprehensive knowledge and understanding of the Victorian Curriculum and national curriculum where relevant • Educational experience of understanding and supporting students with diverse needs • Embrace the use of information and communications technologies to enhance learning • Demonstrated capacity for educational leadership.

	<p>Commitment to Catholic Education</p>	<ul style="list-style-type: none"> • Accreditation to teach in a Catholic school (or be working towards such accreditation). • A demonstrated understanding of child safety. • A demonstrated understanding of appropriate behaviours when engaging with children. • Provide students with a child-safe environment and proactively monitor and support student wellbeing. • Familiarity with legal obligations relating to child safety (e.g. mandatory reporting) and comply with the College’s child safe policy and code of conduct and any other policy, procedures or legislation related to child safety.
	<p>Commitment to Child Safety</p>	<ul style="list-style-type: none"> • As a staff member of the school, you are subject to and expected to comply with the Child Safety Code of Conduct and the Child Protection and Safety Policy as amended or varied from time to time • 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 • Assist in the provision of a child-safe environment for students. • Demonstrate duty of care to students in relation to their physical and mental wellbeing. • Proactively monitor and support student wellbeing • Exercise pastoral care in a manner which reflects school values • Implement strategies which promote a healthy and positive learning environment
	<p>Skills and Attributes</p>	<ul style="list-style-type: none"> • Ability to work collaboratively as part of a team • The capacity to effectively manage one’s own emotional intelligence • Have good oral and written communication skills, including ability to communicate with children, parents and the school community • Effective learning and teaching skills, including management of mixed ability classes and an understanding of differentiation

		<ul style="list-style-type: none"> • Have a high level of data literacy and the ability to interpret data and use this information to inform practice • Ability to demonstrate an understanding of appropriate behaviours when engaging with children • Demonstrated capacity and enthusiasm to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions • A willingness to be part of a team and work collaboratively and effectively with all members of the school community
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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.

- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

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.