



Position Description

Position Title:	Year Level Leader
Organisation:	Catholic Education Sandhurst Limited (CES Ltd)
School:	St Mary's School
Location:	Echuca
Enterprise Agreement:	Catholic Education Multi-Enterprise Agreement 2022
Position of Leadership:	POL 2
Time Release:	2 hours
Status:	Fixed Term: 2 Year contract (2025 - 2027)
Reports to:	Principal - Jasmine Ryan

Our Organisation

Catholic Education Sandhurst (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 3 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 is appointed by the Board of CES Ltd 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. CES Ltd is the authority that employs 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, sacramental and nurturing learning environments drawn from the Catholic tradition in each of the diocesan school communities.

At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, well-being and inclusion of all children and young people, pursuit of excellence in all levels of learning and creating communities of welcome, hospitality and inclusion.

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.
- Leadership encompasses 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

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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.

Position Summary

The role of the Year Level Leader is to support and collaborate with the Principal and leadership team to effectively and purposefully manage the planning, delivery, evaluation and improvement of the school. The incumbent works closely with Catholic Education Sandhurst Pty Ltd, the school's leadership team in enacting the strategic direction, driving pedagogical improvement and supporting improved learning outcomes for all students engendering faith education and Catholic identity.

St. Mary's Year Level leaders are integral to enhancing school improvement and effectively implementing learning and teaching. Year-level leaders directly impact the quality of teaching and learning within their teams. By facilitating curriculum development and providing support to teachers, they play a crucial role in upholding high educational standards and improving learner outcomes.

Year Level Leaders serve as role models for teachers and aspiring leaders, positively influencing teacher leadership and professional growth within the school. This is essential for nurturing a strong leadership pipeline, which is crucial for effective succession planning.

Year-level leaders act as intermediaries between senior leadership and classroom teachers, ensuring the successful implementation of policies, initiatives, and directives from the senior leadership team and CESL. They also respectfully advocate for their teams' needs and



challenges, significantly influencing school-wide decision-making and strategic improvement.

Staff morale and a positive culture are paramount at St. Mary's. By nurturing and developing teachers, Year Level leaders contribute significantly to fostering a supportive staff culture, enhancing staff retention, and promoting opportunities for professional growth.

Year Level leaders are accountable and responsible for the performance of their teams and cohorts, ensuring that learners achieve academic goals and uphold high educational standards. They understand the expected standards of the school and diocese, leading with professionalism and being integral to the overall success of the school.

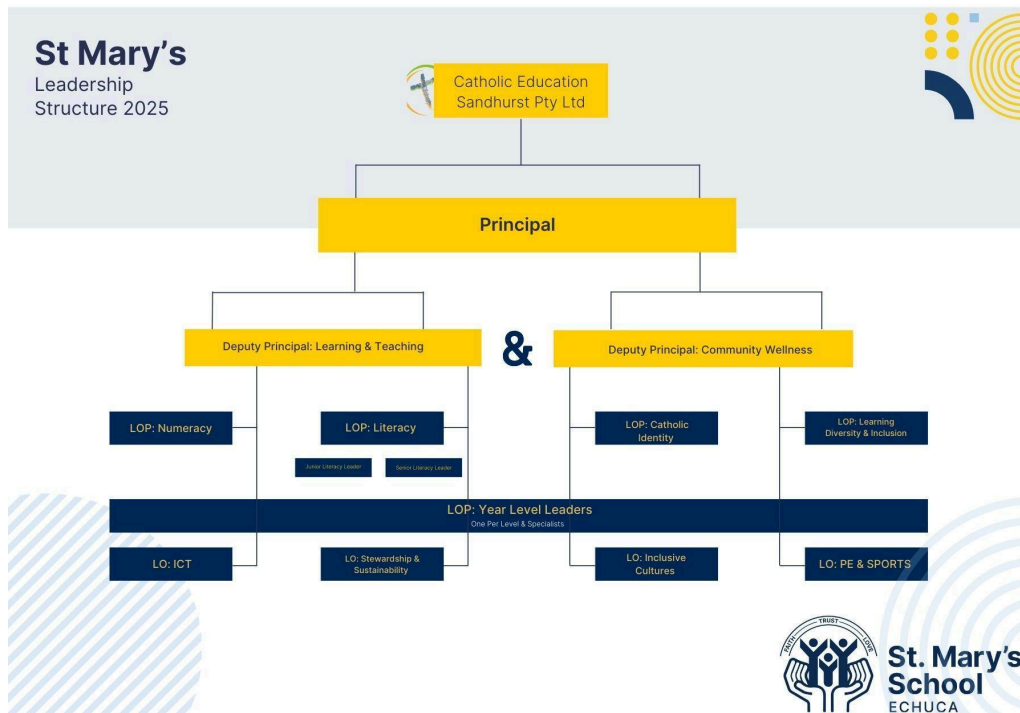
St. Mary's Year Level leaders are essential for achieving operational excellence and ensuring a unified approach to daily organisation and high-quality learning and teaching. Our Year Level leaders are pivotal in leading a cohesive and high-functioning educational institution.

The primary objective of the role is to:

- ***Curriculum Leadership:*** Oversee curriculum planning, implementation, and alignment with diocese and school goals; lead its development and refinement.
- ***Teaching and Learning Improvement:*** Enhance teaching quality through best practices, feedback, coaching, and professional development.
- ***Data Analysis and Accountability:*** Analyse learner performance data to identify trends for informed teaching strategies and resource allocation.
- ***Learner Progression:*** Promote consistent progression for all learners, including those with diverse needs.
- ***Team Leadership and Collaboration:*** Cultivate a collaborative team culture with clear expectations and open communication.
- ***Resource Management:*** Efficiently manage resources, including time and budget, and organise meetings and professional development.
- ***Policy & Procedure Implementation:*** Ensure consistent application of school policies and processes and contribute to policy development and compliance.
- ***Building Relationships:*** Foster positive relationships with learners, staff, parents, and the community; remain approachable and responsive.
- ***Innovation and Change Management:*** Lead change initiatives, encourage continuous improvement, and stay informed on educational trends.
- ***Communication:*** Act as a liaison between executive leadership and teachers, ensuring effective information flow and representing team and individual concerns.



Position of Leadership Structure



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 students 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 learner-centered 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 a leading Catholic school. They are as follows:



- Leading the Catholic School
- Leading 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

<p>Contemporary Teaching</p>	<p><i>Employ a variety of teaching strategies to effectively implement the curriculum</i></p> <ul style="list-style-type: none"> • Give appropriate time to lesson planning and organisation • Understand state and national course requirements • Keep accurate records of Learner attendance • Embrace the use of information and communications technologies to enhance learning • Write formal academic reports that conform to report writing guidelines each semester • Monitor the progress of each Learner and provide meaningful and regular feedback on their progress • Liaise with appropriate support staff in the implementation of learning adjustments, personalised and behavioural plans.
<p>Pastoral Care and Child Safety</p>	<ul style="list-style-type: none"> • 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 Learners. • Demonstrate duty of care to Learners in relation to their physical and mental wellbeing. • Proactively monitor and support Learner wellbeing • Exercise pastoral care in a manner that reflects school values • Implement strategies that promote a healthy and positive learning environment • Attend school improvement meetings (SIP) and professional learning community (PLC) meetings as scheduled and required per employee contracts • Attend school assemblies • Attend school liturgical celebrations • Attend school-organised activities as outlined in TIL events
<p>Curriculum Development</p>	<ul style="list-style-type: none"> • Plan, develop, review and evaluate curriculum in your year-level • Develop assessment instruments in a collegial manner where whole group assessment takes place and in line with the



	<p>school's assessment schedule.</p> <ul style="list-style-type: none"> • Create and evaluate online resources to enrich the curriculum • Attend Collaborative Planning meetings as scheduled as per your contract and role.
Professional Development	<ul style="list-style-type: none"> • Have current knowledge of the curriculum and pedagogical initiatives in your teaching areas • Commit to ongoing professional learning • 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 Learners in relation to their physical and mental wellbeing • Attend all relevant school meetings and after-school services/assemblies, sporting events, mass, community and faith days, camps, excursions, incursions 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.

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 health and safety along with the safety of others. It is expected that all employees comply with the 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 well-being 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 a responsibility to supervise/lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, being aware of tasks being undertaken by employees and ensuring 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 a First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

Compliance and Child Safety Legislation

CES Ltd is committed to creating and maintaining a child-safe school environment in which all Learners feel safe and are safe. They do this by promoting the safety, well-being, 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 is 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 & 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 & Experience	<p><i>Have an in-depth understanding of contemporary learning and teaching</i></p> <ul style="list-style-type: none"> Commit and support CESL & whole school goals and improvement Understand state and national course requirements Collaborate with teachers to assess and use



		<ul style="list-style-type: none"> evidence-based practices to improve learner performance Support team members in adhering to the school's assessment and reporting schedule and administration of tasks/testing Embrace the use of information and communications technologies to enhance learning Engage in learning progress, reflection and improvement discussions Support staff in analysing and using data to identify and inform continuous improvement Coordinate and report on the operation of Community Wellness and Pastoral Care across the School Support leaders with the coordination of SIP & PLC which focus on continuous staff and learner improvement Support leaders and individuals with the accountability of members within a team of agreed whole school practice and principles
	<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.) Continued and purposeful professional learning in the area of Catholic Identity and Religious education to ensure requirements of TAP (Teacher Accreditation Platform) are met.
	<p>Commitment to Child Safety</p>	<p><i>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</i></p> <ul style="list-style-type: none"> Provide the leadership, structure and resources to improve safety across the whole school community Lead team to comply with all school and Legislative health and safety policies and procedures Assist the Principal in ensuring the school's health and safety policies and procedures Support a safety culture embracing, advocating and supporting OH&S initiatives by actively driving and promoting OH&S compliance requirements and improvements Be responsible for your health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace Adhere to safe work procedures, instructions and rules at all times Cooperate with the employer concerning any action taken by the employer to comply with any requirement imposed by or under the Act Ensure relevant risk assessments, child safety requirements and documentation are completed by the team organising events and excursions



	<p>Skills & Attributes</p>	<ul style="list-style-type: none"> • Ability to work collaboratively as part of a team • Creative in their approach to learning and teaching • Have high capabilities of oral and written communication, including the ability to professionally communicate with children, parents and the school community • Effective learning and teaching skills, including management of composite classes/mixed ability classes and the understanding of differentiation • Ability to interpret data and use this information to inform teaching • Ability to demonstrate an understanding of appropriate and professional 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 the whole school team and work collaboratively and effectively with all members of the school community
<p>Desirable</p>	<p>Leadership Experience</p>	<ul style="list-style-type: none"> • Professional learning focusing on leadership • Leadership experience of any kind • Professional goal setting, prioritised leadership