



Position Description

Position Title	Formation and Mission Leader
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	Galen Catholic College
Location	<i>Wangaratta</i>
Enterprise Agreement	Catholic Education Multi-Enterprise Agreement 2022
Position of Leadership	POL 3
Time Release	8 periods per cycle
Status	Fixed Term – 3 years (2025 - 2027)
Reports to	Deputy Principal 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 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 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 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 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 and parishes, 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, wellbeing and inclusion of all children and young people, a 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
- 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

Established in 1974 Galen Catholic College was founded by the Marist Brothers and Brigidine Sisters. Today we continue to build a Catholic community based on the core values “the love of learning”. Our secondary college offers the widest curriculum in Wangaratta with options including VCE, VET, and School Based Apprenticeships.

Position Summary

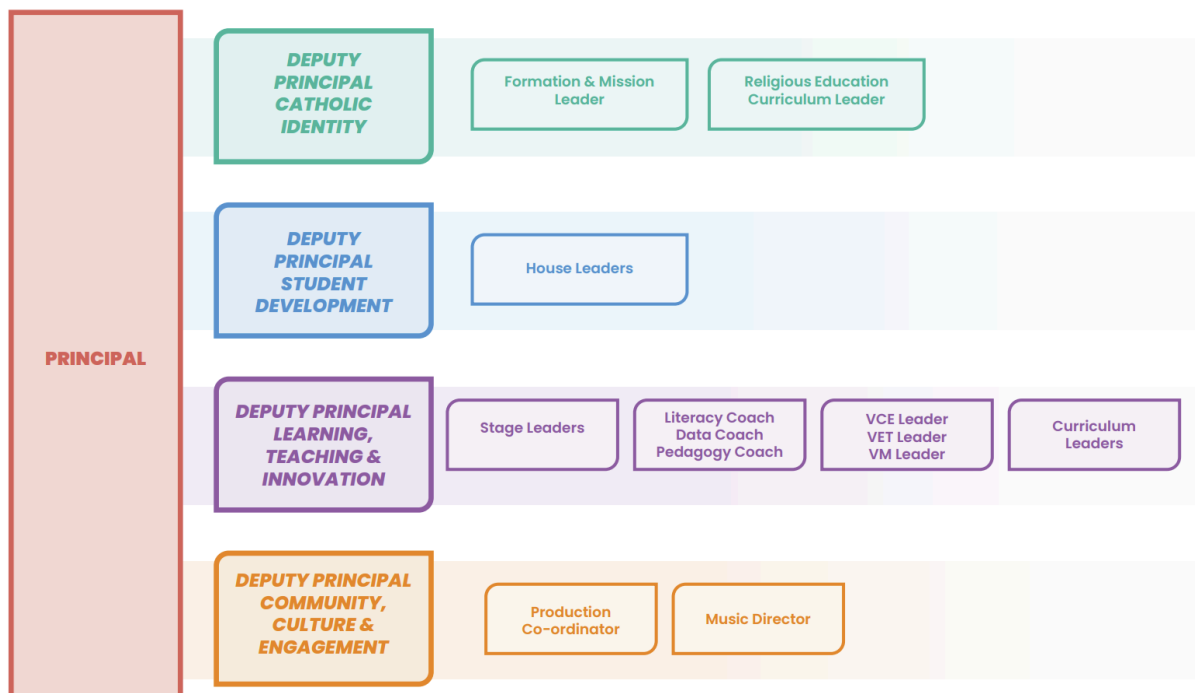
The Formation and Mission Leader plays a pivotal role in fostering the holistic development of students and staff within the Catholic ethos of the college. This senior leadership position encompasses the coordination and implementation of student leadership programs and initiatives. They promote action for social justice, improvement of college culture and Catholic identity with students. The role promotes our staff and students to look beyond our classrooms to explore how we can make change in the world we live in.

This role supports the formation and development of staff by professional learning according to Catholic Social Justice Principles and in conjunction with the direction of CES Ltd. The Formation and Mission Leader will focus on serving others for the good of the community influenced by Jesus of Nazareth as the centre of our faith and the values and characteristics of our founding charisms.

Position of Leadership Structure – 2025 - 2027



POL ORG STRUCTURE 2025-2027



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

Student Formation	<ul style="list-style-type: none">● Develop and oversee comprehensive student formation programs rooted in Catholic values to nurture students' spiritual, moral, and personal growth.● Coordinate student leadership development initiatives, including selecting, training, and supporting student leaders across various levels and areas of responsibility.● Provide mentorship and guidance to student leaders, empowering them to enact positive change within the college community and beyond.● Collaborate with the House Leaders to integrate spiritual formation into student programs and activities, fostering a deep sense of faith and discipleship among students.● Lead, monitor and evaluate the effectiveness of student formation and leadership programs, utilising feedback and assessment data to inform continuous improvement efforts.● Collaborate with House Leaders to promote and facilitate fundraising and social justice awareness for the college key charitable partners.● Liaise with the Wangaratta parishes and other relevant groups including CES Ltd and school partners both within and external to the
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	<p>College to ensure that the learning programs are connected to local partnerships, parish partnerships and external networks.</p> <ul style="list-style-type: none"> ● Support the Catholic Identity team to facilitate professional learning for staff
Student Mission	<ul style="list-style-type: none"> ● Facilitate the integration of Catholic Social Teaching principles into the fabric of student life, encouraging active engagement in social justice initiatives and service-learning opportunities. ● Coordinate social justice leadership development initiatives, including selecting, training, and supporting student leaders across various levels and areas of responsibility. ● Collaborate with faculty, staff, and external partners to design and implement co-curricular activities that promote mission-driven values, community engagement, and leadership development across classes and years. ● Lead and support initiatives promoting diversity, equity, and inclusion within the student body, fostering a culture of respect, understanding, and solidarity. ● Serve as a visible and approachable presence within the college community, actively engaging with students, faculty, staff, and parents to support Galen Catholic College's overall mission and values. ● Advertise and coordinate opportunities for Galen students to engage in CES Ltd, Marist and Kildare Ministry events and activities ● Support the Deputy Catholic Identity in developing and coordinating local, national and international immersion experiences with our key partners.
Staff Formation	<ul style="list-style-type: none"> ● Support staff to receive accreditation for Teaching in a Catholic School and or Leading in a Catholic School ● Support the Catholic Identity Team in designing and facilitating staff professional learning opportunities ● Provide opportunities for staff to lead professional learning for our community ● Liaise with CES Ltd and other key partners to support professional learning opportunities for our staff
Staff Mission	<ul style="list-style-type: none"> ● Develop and maintain partnerships with local organisations and agencies involved in social justice work, facilitating opportunities for student involvement and advocacy. ● Explore opportunities for staff to engage with our immersions in Australia and internationally. ● Develop partnerships with our local community schools to promote opportunities for our students to support younger students and highlight activities where we engage in mission e.g. Timor Leste

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.
- 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.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Current VIT registration
	Knowledge and Experience	<ul style="list-style-type: none"> • Demonstrated educational leadership experience ideally within a Catholic setting.
	Commitment to Catholic Education	<ul style="list-style-type: none"> • A commitment to lead the ethos of a Catholic school and its mission. • A capacity to lead and instill in our community a respect for each other in accordance with the teachings of Jesus Christ. • A capacity to integrate the Church’s teachings into all aspects of curriculum. • CECV Accreditation to Teach in a Catholic School (or working towards).
	Commitment to Child Safety	<ul style="list-style-type: none"> • 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.
	Skills and Attributes	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills to engage and inspire stakeholders. • Strong strategic thinking and ability to use agile thinking skills in the change management process. • Demonstrated ability to work collaboratively and facilitate dynamic teamwork. • Commitment to ongoing personal and professional growth.
Desirable		<ul style="list-style-type: none"> • Accreditation to Lead in a Catholic School