



# Position Description

<b>Position Title</b>	Curriculum Leader
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	St Monica's
<b>Location</b>	Kangaroo Flat
<b>Enterprise Agreement</b>	Catholic Education Multi-Enterprise Agreement 2022
<b>Position of Leadership</b>	POL 2
<b>Status</b>	Fixed Term – 2 years (2025 - 2027)
<b>Reports to</b>	Principal

## 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 Northwest Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary schools 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 organisational, administrative, support and service matters related 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.

## Our Vision

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.

## 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".

### 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

At St Monica's, we are dedicated to nurturing the whole child within a vibrant Catholic community, where faith, compassion, and a sense of responsibility flourish. With over a century of history, our school remains committed to fostering academic excellence and personal growth in an inclusive and supportive environment.

Our vision is centred on collaboration between students, families, teachers, and the wider community to ensure each individual thrives. We aim to cultivate confident, resilient learners who follow Christ in their care for themselves, others, and the environment. Through dynamic programs in Numeracy, Literacy, and the Arts, alongside a strong emphasis on pastoral wellbeing, we prepare students to succeed in a rapidly changing world.

We invite you to join our faith-filled community, where students are empowered to achieve their best, develop strong relationships, and grow into confident, compassionate individuals ready to make a difference.

## Position Summary

The Curriculum Leader is responsible for guiding and managing the school's curriculum planning, delivery, and review processes. This role involves overseeing Professional Learning Communities (PLCs), supporting staff in curriculum development, and ensuring alignment with the Victorian Curriculum. The Curriculum Leader plays a critical role in staff coaching, mentoring, and professional development, while also monitoring student progress and attainment.

This position requires close collaboration with the Deputy Principal, Unit Leaders, and staff to maintain a high standard of teaching and learning. The Curriculum Leader will actively contribute to whole-school improvement strategies, curriculum innovation, and the development of assessment and reporting practices, ensuring a balanced and comprehensive curriculum for all students.

## 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

<b>Leading Curriculum Development</b>	<ul style="list-style-type: none"> <li>• Oversee and manage the implementation of whole-school improvement strategies related to curriculum planning, delivery, and review.</li> <li>• Stay updated on curriculum requirements, trends, and innovations, ensuring the school remains aligned with the latest standards.</li> <li>• Lead Professional Learning Communities (PLCs) and ensure consistency of practice across the school, including report moderation and curriculum planning.</li> </ul>
<b>Supporting Staff and Students</b>	<ul style="list-style-type: none"> <li>• Provide coaching and mentoring to staff, supporting them in the development of yearly, termly, and weekly plans.</li> <li>• Work closely with Unit Leaders to support PLC and Unit meetings.</li> <li>• Offer curriculum-related professional development for staff and ensure alignment with individual learning goals and school priorities.</li> <li>• Support staff in preparation for Parent Teacher Learning Conversations and provide guidance on appropriate planning and reporting.</li> </ul>
<b>Operational Management</b>	<ul style="list-style-type: none"> <li>• Oversee the administration of online testing and assessment programs (e.g. ACER).</li> <li>• Manage the scheduling of Unit and PLC meetings, ensuring alignment with school objectives.</li> <li>• Ensure effective implementation of assessment and reporting policies, including data analysis of student performance in literacy and numeracy.</li> </ul>
<b>Collaboration and Professional Development</b>	<ul style="list-style-type: none"> <li>• Work collaboratively with the Deputy Principal on staff professional learning plans, observations, and feedback.</li> <li>• Participate in and contribute to relevant school and network meetings, ensuring professional growth and networking within educational associations.</li> <li>• Lead the review and development of relevant curriculum policies.</li> </ul>

<p><b>Promoting a Safe and Inclusive Learning Environment</b></p>	<ul style="list-style-type: none"> <li>• Provide a child-safe environment in accordance with child-safe standards, policies, and practices.</li> <li>• Ensure staff planning and practices align with NCCD (Nationally Consistent Collection of Data) and other compliance standards.</li> <li>• Promote a collaborative and professional working culture that aligns with the school's vision and values.</li> </ul>
<p><b>Community Engagement and Events</b></p>	<ul style="list-style-type: none"> <li>• Coordinate and lead curriculum-focused events, such as school-wide curriculum days and staff PD days.</li> <li>• Support and participate in after-school masses and community events as required.</li> <li>• Use the school newsletter and social media platforms (e.g. Facebook) to provide curriculum updates and engage the wider school community.</li> </ul>

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.

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

### 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	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>• Maintain current Victorian Institute of Teaching (VIT) registration</li> <li>• Comply with the CECV Accreditation Policy to hold Accreditation to Teach in a Catholic School and Accreditation to Lead in a Catholic School</li> <li>• Complete regularly the Disabilities Standards for Education professional learning course</li> <li>• Complete Protecting Children - Mandatory Reporting and other Obligations (PROTECT) online learning annually</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Live out the guiding beliefs and values of the Catholic Church</li> <li>• A demonstrated understanding of the ethos of a Catholic school and its mission</li> <li>• Demonstrate a commitment to instil in students a respect for each other in accordance with the teaching of Jesus Christ</li> <li>• Demonstrate a commitment to personal witness as a member of a faith community</li> </ul>
	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Have a demonstrated understanding of child safety</li> <li>• Have a demonstrated understanding of appropriate behaviours when engaging with children</li> <li>• Be familiar with legal obligations relating to child safety (e.g. mandatory reporting)</li> <li>• Be a suitable person to engage in child-connected work</li> </ul>

	<p><b>Skills and Attributes</b></p>	<ul style="list-style-type: none"> <li>• The capacity to provide leadership that is characterised by a desire for continuous improvement, creative thinking, and innovation</li> <li>• A proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures</li> <li>• Well-developed interpersonal and communication skills and the ability to liaise and communicate effectively with others</li> <li>• The ability to work effectively as a team member</li> <li>• Proficiency in the use of information and communication technologies</li> <li>• A commitment to ongoing Professional Learning</li> </ul>
<p><b>Desirable</b></p>		<ul style="list-style-type: none"> <li>• Post Graduate studies in Leadership.</li> </ul>