



Position Description

Position Title	Learning Leader
Organisation	Catholic Education Sandhurst Limited (CESL)
Team	Learning and Teaching
Location	<i>Bendigo, Wangaratta, or Tatura</i>
Agreement	<i>Catholic Education Multi-Enterprise Agreement 2022</i>
Classification	Education Officer + Education Officer Allowance 3
FTE	1.0
Status	Ongoing
Reports to	Assistant Director: Learning and Teaching

Position Summary

The Learning and Teaching function is crucial in enhancing the quality of education within the Catholic Education system. It supports the Deputy Director and Executive Director in driving initiatives that improve teaching practices and student learning outcomes across schools. This is achieved by:

- Growing and developing school communities as places of learning, fostering innovative and informed practices monitored through the School Review process and student achievement.
- Ensuring high quality Tier 1, low-variance curriculum in all CESL schools and exemplary service delivery by mobilising others in a shared commitment to improved student learning and outcomes through evidence-based data and pedagogical practice.

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

The Learning Leader is responsible for supporting the implementation of the CESL low variance Tier 1 and Tier 2 curriculum and interventions across a network of 51 schools. They work collaboratively to ensure high-quality evidence-based teaching and learning practices are consistently applied, fostering an environment of continuous improvement and academic excellence.

Learning Leaders play a crucial role in enhancing the educational learning outcomes for students across the school system. By ensuring effective curriculum implementation and targeted interventions, they help create an equitable and supportive learning environment that promotes student success.

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.

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, including the Deputy Director, operate within the parameters of Canon Law and the established protocols of the Catholic Church. 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.

CESL participates and cooperates in the work of the Victorian Catholic Education Authority (VCEA) as the peak body for Catholic Education in Victoria, which has responsibility for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, advocacy for Catholic education and collaboration with government statutory authorities.

Our Vision

The vision for CESL 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".

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.

Key Responsibilities	
Curriculum Implementation	<ul style="list-style-type: none"> • With the Assistant Director and School Improvement Leaders, investigate, discern and implement the most appropriate tier 1 and 2 curriculum models and interventions for CESL schools. • Oversee the adoption and integration of tier 1 and tier 2 curriculum across all CESL schools. • Ensure alignment with educational standards and best practices. • Provide guidance and resources to leaders and teachers for effective curriculum delivery. • Monitor and review interventions implemented by CESL for efficacy and improvement.
Intervention Support	<ul style="list-style-type: none"> • Working with a multi-disciplinary team, monitor and assess the effectiveness of interventions, making adjustments as needed. • Collaborate with school staff to identify students in need of tier 2 interventions.
Professional Learning	<ul style="list-style-type: none"> • Design and deliver professional development programs for teachers and staff. • Foster a culture of feedback, continuous learning and professional growth. • Provide coaching and mentoring to leaders to enhance instructional practices.
Data Analysis and Reporting	<ul style="list-style-type: none"> • Collect and analyse student performance data to inform instructional decisions.

	<ul style="list-style-type: none"> • Prepare reports on curriculum implementation and intervention outcomes. • Use data to identify areas for improvement and drive strategic planning.
Collaboration and Communication	<ul style="list-style-type: none"> • Work closely with school leaders, teachers, and other stakeholders to ensure cohesive implementation of curriculum and interventions. • Facilitate regular meetings and communication channels to share best practices and address challenges. • Collaborate and communicate regularly with School Improvement Leaders to address the needs of individual schools and school leaders.

Key Capabilities & Requirements

Qualifications and Registrations	<ul style="list-style-type: none"> • Advanced degree in Education or a related field.
Knowledge and Experience	<ul style="list-style-type: none"> • Extensive experience in curriculum development and implementation. • Strong background in educational interventions and support strategies. • Excellent leadership, communication and collaboration skills. • Proficiency in data analysis and use of educational technology. • Deep commitment to the mission and values of Catholic Education.
Commitment to Catholic Education	<ul style="list-style-type: none"> • Strong understanding and commitment to the Catholic teachings, traditions and values. • Previous experience within a Catholic teaching, operational or administrative related setting (preferred but not compulsory). • Ability to identify opportunities to initiate and manage continuous improvement activities such as facilitating the development of school improvement plans to raise student learning outcomes.
Skills and Attributes	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills. • Ability to work collaboratively within a team and with school leaders. • High ethical standards and integrity. • Ability to inspire and motivate staff and students in their faith journey. • Highly developed interpersonal and communication skills (including written research skills, spoken, non-judgemental listening skills). • Ability to critically analyse and interpret data and synthesise practical recommendations or actionable objectives. • Consistent adherence to maintaining confidentiality and handling sensitive information appropriately. • Ability to work collaboratively as part of a high-functioning team.

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.