



# Position Description

<b>Position Title</b>	<b>School Improvement Leader</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited
<b>Function</b>	School Improvement and Safeguarding
<b>Team</b>	School Improvement
<b>Location</b>	<i>Bendigo, Wangaratta, or Tatura</i>
<b>Remuneration</b>	As per the Senior Staff Remuneration Framework
<b>FTE</b>	1.0
<b>Motor Vehicle</b>	Provision of motor vehicle in line with CESL Policy
<b>Status</b>	Fixed Term (5 Years)
<b>Reports to</b>	Senior Lead: School Improvement

## Position Summary

The School Improvement and Safeguarding function enhances the quality of education and ensuring the safety and well-being of students across the Catholic Education system. By supporting the Deputy Director and Executive Director, this function drives school improvement initiatives and implements robust child safeguarding measures related to School Improvement, Governance and accountability of schools, Principal/Leadership support, Behaviour Curriculum, Wellbeing Curriculum, Safeguarding, Inclusive Education and Aboriginal and Torres Strait Islander Education. This work is informed by the CESL Guiding Lights, which ensures we are prioritising the right work for our Catholic School Communities.

The School Improvement Leader leads a cohort of schools to ensure effective governance and compliance, including cyclical and needs based performance reviews of Principals, senior leaders and school programs.

A critical element of this position is to support principals and school leaders in fulfilling their responsibilities and leading their schools with confidence, adhering to the principle of subsidiarity.

School Improvement Leaders play a key role in ensuring, wherever possible, commonality and solidarity across the multi-school system of all CESL schools, so that all schools operate effectively, comply with regulations and continuously improve to provide the best possible education for their students.

## 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

CESL Values underpin and reflect the behaviours we expect of our staff:

### **Principles of Catholic Teaching**

The identity of the Sandhurst Catholic School reflects the principles of Catholic teaching, grounded in the person and teaching 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.

<b>Key Responsibilities</b>	
<b>Catholic Ethos &amp; Values</b>	<ul style="list-style-type: none"> <li>● It is expected that all senior leaders at CESL and indeed all employees, espouse and respect the principles of Catholic Teaching, as is reflected in the identity of the Sandhurst Catholic School which is grounded in the person and teaching of Jesus, and interpreted and enacted for the “common good” in response to the “signs of the times”.</li> <li>● As a senior leader, you will role model servant leadership displaying a passion for the Gospel, and of the understanding and commitment to the ministry and mission of the VCEA.</li> <li>● This leader will be a person aligned to our core value, Faith, which ensures 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.</li> </ul>
<b>Governance and Compliance</b>	<ul style="list-style-type: none"> <li>● Ensure there is a clear line of sight on all matters of compliance and improvement within the assigned schools.</li> <li>● Monitor and report on compliance with regulatory requirements and school policies.</li> <li>● Ensure schools reporting requirements are in line with the CES Ltd Delegation’s Framework.</li> </ul>
<b>Support and Leadership</b>	<ul style="list-style-type: none"> <li>● Provide guidance and support to principals and school leaders to help them undertake their responsibilities effectively.</li> </ul>

	<ul style="list-style-type: none"> <li>● Foster a culture of continuous improvement and professional growth among school leaders.</li> <li>● Build the capabilities of school leaders to manage and resolve complex matters as they arise in their school communities.</li> </ul>
<b>Intervention Facilitation</b>	<p>Collaborate with a multi-disciplinary team to address complex issues and implement comprehensive Tier 1, 2, and 3 interventions and solutions for school improvement in the following key areas:</p> <ul style="list-style-type: none"> <li>● <b>Safeguarding:</b> Ensure all safeguarding policies and procedures are implemented and adhered to.</li> <li>● <b>Finance:</b> Support financial planning, budgeting, and resource allocation to ensure fiscal responsibility.</li> <li>● <b>Human Resources:</b> Assist in the management of staff recruitment, development, and performance.</li> <li>● <b>Regulatory Compliance:</b> Ensure all schools comply with relevant laws and regulations.</li> <li>● <b>Learner Growth:</b> Promote strategies and practices that enhance student learning and development.</li> <li>● <b>Complaints:</b> With the Principal and/or other leaders, ensure all complaints are managed effectively; and with the Complaints Manager, ensure that appropriately relevant information is recorded and reported for Executive and Board analysis so that system improvements can occur.</li> </ul>

## Key Capabilities & Requirements

<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>● Masters in Education or a related field.</li> <li>● Victorian Institute of Teaching registration.</li> <li>● A current unrestricted Victorian Drivers Licence.</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>● Strong understanding of educational governance and compliance.</li> <li>● Proven experience in school leadership or educational administration.</li> <li>● Deep commitment to the mission and values of Catholic Education.</li> </ul>
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>● Strong understanding and commitment to the Catholic teachings, traditions and values.</li> <li>● Previous experience within a Catholic teaching, operational or administrative related setting (preferred but not compulsory).</li> </ul>

	<ul style="list-style-type: none"> <li>● 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.</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>● Excellent communication and interpersonal skills.</li> <li>● Ability to work collaboratively within a team and with school leaders.</li> <li>● High ethical standards and integrity.</li> <li>● Ability to inspire and motivate staff and students in their faith journey.</li> <li>● Highly developed interpersonal and communication skills (including written research skills, spoken, non-judgemental listening skills).</li> <li>● Ability to critically analyse and interpret data and synthesise practical recommendations or actionable objectives.</li> <li>● Consistent adherence to maintaining confidentiality and handling sensitive information appropriately.</li> <li>● Ability to work collaboratively as part of a high-functioning team.</li> </ul>

## 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.