



Position Description

Position Title	Deputy Principal: Catholic Identity and Community
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	St Augustine's, College
Location	<i>Kyabram</i>
Enterprise Agreement and or Award	Catholic Education Multi-Enterprise Agreement 2022
Classification	Deputy Principal
Remuneration	\$155,230 - \$164,217 (annual rem excluding superannuation)
FTE	1.0
Status	Ongoing
Reports to	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 Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 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 Chief Executive Officer 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 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".

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

St Augustine's College is a co-educational Catholic college proudly providing student-centred learning experiences from Foundation to Year 12.

St Augustine's College has a proud tradition of providing Catholic education to students from the Kyabram district and beyond.

At our college the sense of community and partnership with families is key to the learning success and wellbeing of our students. As a college we embrace our Catholic identity and witness this daily in words, symbols, and actions.

All members of staff are expected to support the school's Catholic ethos, traditions and practices, and apply these to their work at all times.

Statement of Duties

Deputy Principal: Catholic Identity & Community will work in partnership with the Deputy Principal: Student Learning and Professional Practice and the Deputy Principal: Wellbeing as part of the College's executive team to steward and develop the College's Catholic identity, including faith formation, spirituality, prayer, liturgy and Religious Education program.

Commitment to Catholic Education	<ul style="list-style-type: none">• A demonstrated understanding of the ethos of a Catholic school and its mission• A demonstrated understanding of the Church's teachings and the Catholic leader's role in the mission of the Church• A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ• Ability to contribute to the development of a faith community through involvement in the life of the Church
Commitment to Child Safety	<ul style="list-style-type: none">• Provide students with a child-safe environment• Support the Principal to ensure knowledge and compliance with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety• Proactively monitor and support student safety, wellbeing and inclusion.
Operational Role	<ul style="list-style-type: none">• Keep abreast of and share current research into enhancing Catholic identity and Religious Education• Coordinate the professional learning needs of staff in relation to the teaching of Religious Education, accreditation 1.6 and 1.7 and staff spirituality• Liaise with the Parish Sacramental Team• Manage the resource budget for Catholic identity and Religious Education• Develop systems for data collection, analysis and action in relation to ECSI• Lead the Faith Team; inclusive of Social Justice, F.I.R.E. Carriers & Sustainability

Relational Role	<ul style="list-style-type: none"> ● Lead through witness and promote the Catholic identity of our College ● Develop, clarify and communicate processes for RE provision, prayer and liturgy ● Foster coaching relationships with the Learning Leaders: Religious Education ● Foster collaborative partnerships with the parish to enhance the Catholic identity of the College ● Collaborate with and support staff in leading prayer, masses and liturgical events ● Liaise with Learning Leaders: Religious Education ● Link between school and church through liaising with the Parish Priest and parishioners ● Liaise with College Care Group and Family Engagement Core Team ● Promote and support action research in Religious Education practice ● Collaborate with the DP Student Learning and Professional Practice, in leading improvement in high quality RE provision ● Model wellbeing and healthy practices ● Attendance at key College and parish events as a senior Leadership Team member
Strategic Role	<ul style="list-style-type: none"> ● Member of College Leadership Executive and Leadership Teams ● Lead robust review and development of contemporary Religious Education provision aligned with ECSI research and shared Christian praxis methodology ● Promote a culture of engagement in prayer, spirituality and faith formation including students, staff and families (staff prayer) ● Implement, monitor and evaluate the school improvement agenda in relation to Catholic identity ● Build the capacity of the Faith Team to collaboratively lead the development of this area of our College ● Co-lead the alignment of vision, values and learning and teaching framework inspired by our Brigidine and Augustinian Charisms ● Lead the development of community building activities within and across the College including House development and family and community engagement
Systemic Role	<ul style="list-style-type: none"> ● Engage in diocesan networks relating to Catholic identity ● Provide availability for diocesan school reviews and selection panels
Key Attributes	<ul style="list-style-type: none"> ● CECV Accreditation to teach Religious Education in a Catholic school (1.7) ● Postgraduate qualifications or a commitment to further study in Theology/Religious Education ● Excellent oral and written communication skills, including the ability to communicate with students, parents and the school community ● Ability to collaborate

	<ul style="list-style-type: none"> ● Well-developed emotional intelligence and relational skills - affirming, decision making, offering trust, active listening, visibility, confidentiality, admitting mistakes ● Up to date knowledge and skills and commitment to ongoing professional learning ● Excellent organisational and administrative skills ● Proficient in the use of technology and College IT systems ● Competence in dealing with difficult and challenging situations calmly
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Key Internal Connections:

Teams:

Leadership Team

Leadership Executive Team

Catholic Identity Team

Community & Wellbeing Team

Family Engagement Core Team

Accountable to:

Principal

Parish Priest

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either Policy Connect 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.