



Position Description

Position Title	Deputy Principal – Wellbeing
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 (Category B) Level 5-1 to 5-4
Remuneration	\$155,229 - \$164,217
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 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

St Augustine's College is a co-educational Catholic college proudly providing student-centred learning experiences from Foundation to Year 12 with over 700 students.

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.

Position Summary

The Deputy Principal: Wellbeing at St Augustine's College plays a pivotal role in nurturing a school culture that prioritises the emotional, social, and spiritual growth of every student. This leadership position focuses on fostering a safe, inclusive, and supportive environment where each student is empowered to thrive and develop a strong sense of self-worth, resilience, and belonging. Working closely with the Principal and the Executive Team, the Deputy Principal leads initiatives that foster positive relationships, student engagement in order to improve learning outcomes for each student. The Deputy Principal: Wellbeing oversees student behaviour management practices and processes across the college, ensuring the behaviours of concern are addressed and followed up in line with the college's policies and processes. The Deputy Principal oversees programs and strategies that support students' social emotional learning programs, ensuring that the Respectful Relationships curriculum is delivered across the college. They work collaboratively with staff, parents, and the wider school community to provide a network of care and support, aligning wellbeing initiatives with the college's values and mission.

As a mentor and advocate, the Deputy Principal guides staff in implementing effective wellbeing practices and reflective approaches that enhance their capacity to support students. This role also includes oversight of data-informed wellbeing strategies, providing insights to identify trends and develop tailored interventions that foster a thriving school environment. Through their leadership, the Deputy Principal ensures that St Augustine's College remains a place where students feel valued, supported, and inspired to reach their full potential.

Key Selection Criteria

Essential	Qualifications and Key Attributes	<ul style="list-style-type: none"> • CECV Accreditation to teach in a Catholic School • Postgraduate qualifications or a commitment to further study in Wellbeing and/or Educational Leadership • Excellent oral and written communication skills, including ability to communicate with students, parents and the school community • Ability to collaborate • 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
	Knowledge and Experience	<ul style="list-style-type: none"> • Demonstrated experience in supporting student wellbeing policies and procedures. • Proven ability to mentor and support staff in wellbeing, student behaviour management and child safeguarding. • Strong analytical skills with experience in data-informed decision-making to improve student engagement in order to enhance student outcomes • In-depth knowledge of contemporary educational practices, compliance requirements, and evidence-based approaches that foster a culture of positive wellbeing, learning and continuous improvement. • A demonstrated knowledge in child safeguarding policies and procedures

	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"> ● Adopt the role of the College's Child Safe Officer ensuring all aspects of the child safe standards are embedded into College culture, systems and processes ● Provide students with a child-safe environment ● Support the Principal and members of the Executive to ensure knowledge and compliance with the college'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	<ul style="list-style-type: none"> ● Keep abreast of, and share current research into salutogenic approaches to whole school wellbeing, including positive behaviour supports (PBS), implementation of a behaviour curriculum and social emotional learning ● Foster engagement with external service providers to improve mental health service provision and to improve attendance and engagement of students as necessary ● Evaluate, recommend and coordinate the professional learning needs of staff in consultation with DP Student Learning and Professional Practice and Community Leaders: Community & Wellbeing

		<ul style="list-style-type: none"> ● Budget and resourcing responsibility ● Develop systems for data collection and analysis in behaviour and attendance, ensuring the monitoring of student engagement and student/staff wellbeing. Oversee and implement a behaviour curriculum across the college ● Oversee the implementation of the child safe standards and ensure child safeguarding practices are implemented across the college ● Oversee and ensure compliance to CESL Out of Home Care policies ● Ensure compliance to CESL Information sharing policies and practices ● Manage return to work processes for staff in conjunction with the College Human Resource Officer and the CESL People and Culture Personnel. ● Oversee first aid procedures including medication administration at the college ● Undertake the role (with the College First Aid Officer) of Anaphylaxis Supervisor, ensuring staff are compliant to relevant policies
	Relational	<ul style="list-style-type: none"> ● Lead through witness and promote the Catholic identity of our College ● Develop, clarify and communicate processes for community development, behaviour management and staff/student wellbeing ● Foster coaching relationships with Community and Wellbeing team, College Wellbeing officer(s) and School Psychologist ● Support all staff making mandatory reports/child safe reports/handling complaints & grievances

		<ul style="list-style-type: none"> ● Support the Principal to address underperformance in child safety policies (including the Child-Safe Code of Conduct), positive behaviour and wellbeing practices ● Ongoing induction of new staff in conjunction with the Community Leaders. Organise mentors for new staff with Community Leaders. ● Oversee VIT requirements and review process annually supported by DP Student Learning and Professional Practice ● Liaise with College Wellbeing Officer(s) and College Psychologist to monitor case workload ● Model wellbeing and healthy practices ● Attendance at key college and parish events as a senior Leadership Team member
	Strategic	<ul style="list-style-type: none"> ● Member of College Leadership Executive and Leadership Teams ● Collaboratively lead Community & Wellbeing robust team development, involving implementation and ongoing review of wellbeing, behaviour management and first aid management policies and procedures, the social emotional learning curriculum and positive behaviours (SOLE) ● Implement, monitor and evaluate the school improvement agenda in relation to student and staff wellbeing, engagement and positive behaviour ● Build team cohesion and capacity creating a high performing Wellbeing team ● Ensure professional supervision for wellbeing team members ● Co-lead the alignment of vision, values and learning and teaching framework inspired by our Brigidine and Augustinian Charisms

Desirable		<ul style="list-style-type: none"> ● CECV Accreditation to teach in a Catholic School ● An understanding of CESL's Magnify, and an ability to embed evidence-based practices.
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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.