



Position Description

Position Title	Pastoral Wellbeing
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	St Joseph's
Location	Cobram
Enterprise Agreement	Catholic Education Multi-Enterprise Agreement 2022
Classification	Dependant on experience (Classification from CEMEA)
Remuneration	Dependant on experience (Classification from CEMA)
FTE	1.0
Status	Ongoing - (3 year contract in DP role)
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 Joseph's School provides a dynamic, student-centred approach to education for children living in and around the Cobram area. Our school was opened in 1922 by the Sisters of Mercy, who travelled from Bendigo to open the school, beginning with 65 pupils from Grade 1 to Grade 8.

With a focus on the development of the whole person; intellectual, spiritual, social, physical and emotional development, St Joseph's School seeks to create an environment which enhances learning, nurtures young people and empowers them to live the Catholic faith in the spirit of Jesus Christ. St Joseph's School is committed to providing our young people, our future, with exemplary educational experiences and opportunities that foster their many and diverse gifts and talents and meet their many diverse developmental needs.

Position Summary

The Pastoral Wellbeing Leader is dedicated to fostering dynamic healthy communities that build trusting and respectful relationships to enhance student learning, wellbeing and safety.

The Pastoral Wellbeing Leader is committed to:

- Generating tiered, contextualised and responsive intervention to support student learning, wellbeing and safety.
- Supporting students and staff as active participants in their own learning, wellbeing and safety.
- Cultivating partnerships with families and communities to support student learning, wellbeing and safety.

Key Responsibilities

School Support	<ul style="list-style-type: none"> ● Oversee formation and function of Pastoral Wellbeing Team ● As the leader of the Pastoral Wellbeing Team, you will coordinate, prepare and chair meetings, document meetings and agenda minutes. ● To support staff with welfare and wellbeing related issues. ● To promote and support the Behaviour Education Policy, in line with PBIS (Positive Behaviours Intervention in Schools). ● Oversee formation and function of the BST (see BST Assessment Checklist) ● Ensure Students at Risk record, yard duty incidents and Bullying survey data are collated and tabled. ● Ensure school readiness for Critical Incident Response including team formation and training ● Advise on the planning of the timetable for Learning Support Officers. ● Meet with Learning Support Officers at regular intervals, when necessary.
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	<ul style="list-style-type: none"> • Ensure that Pastoral Wellbeing policy and procedures are up-to-date and that professional practice is aligned with policy and procedures • Coordinate the ongoing development of the anti-bullying policy and ensure all areas of the school revise the Bullying Prevention Policy at the beginning of each year. Foundation classes to do the program each year. • Oversee and implement systems to promote, record, follow-up and monitor student attendance (see Attendance Checklist) • Ensure the school is Child Safe Standards (CSS) compliant at all times including legislative, statutory, and Victorian Registration Quality Assurance (VRQA) Board requirements • Attend relevant CES Network Days, Meetings and or professional development. • Oversee the Wellbeing Officers delivery of the “Seasons for Growth” Program. • Facilitate welfare and wellbeing issues at PLC/Staff meetings when required. • Coordinate the review of Pastoral Wellbeing policies. • Present Pastoral Wellbeing policies that are designated for annual review at staff meetings at the beginning of the school year. • Present safety audit risk assessment information to staff. • Ensure safety audits and risk assessments are undertaken, collated and acted upon. • Oversee registers, eg. Near miss and injury • To strategically plan and work with leadership and staff to lead Family Community Partnerships (see FCP Checklist) • Ensure all requirements of the OOHHC Partnering Agreement are in place, and that the Designated Teacher training has occurred, where required (see OOHHC Checklist)
Professional Development	<ul style="list-style-type: none"> • Attend relevant professional network days and or meetings

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.
- 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.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Tertiary qualifications in Education • Registration with the Victorian Institute of Teaching (VIT) • Accreditation to teach in a Catholic school (or be working towards such accreditation or willingness to commence upon appointment) • Accreditation to teach Religious Education in a Catholic school (or be working towards such accreditation or willingness to commence upon appointment) • Driver's Licence
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	Knowledge and Experience	<ul style="list-style-type: none"> • Demonstrated teaching experience teaching within an educational setting • Demonstrated understanding of contemporary teaching practices and initiatives • An understanding and willingness to work within the AITSL standards framework • Demonstrated understanding of contemporary learning and professional learning practices • Demonstrated ability to work with students, parents and teachers to provide a supportive learning environment that embraces challenges with confidence and resilience.
	Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated commitment to Catholic Education and Catholic Identity along with an understanding and willingness to work within the Catholic ethos, traditions and practices and embed this into all aspects of the curriculum.
	Commitment to Child Safety	<ul style="list-style-type: none"> • Must be able to demonstrate an understanding of appropriate behaviours when engaging with children • Demonstrated understanding of legal obligations relating to child safety, including mandatory reporting.
	Skills and Attributes	<ul style="list-style-type: none"> • Proven experience in using ICT to teach subject areas, including but not limited to Google Applications and Microsoft Suite • Excellent oral and written communication skills, including the ability to communicate with children, parents and the school community • Proven ability to work as part of a team • Well-developed communication and interpersonal skills with the capacity to continue to build strong relationships with students, staff, parents and our parish community. • Demonstrated capacity to participate in a range of school activities including school sports, sacramental programs, liturgies and school camps/excursions.
Desirable		<ul style="list-style-type: none"> • Further education at a Bachelor or Masters Degree relevant to Education, Leadership and or Wellbeing.

