



Position Description

Position Title	Student Learning and Professional Practice Community Leader: Year 9 - 12
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	PoL 3 (8 periods per week release time)
Remuneration	\$9,533 allowance
FTE	1.0
Status	12 Months (Fixed Term 2025)
Reports to	Deputy Principal: Student Learning and Professional Practice Community Leader

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 **Student Learning and Professional Practice Community Leader (Year 9 to 12)** at St Augustine's College is a key senior leadership position, responsible for co-leading a learning community in collaboration with the Leadership Team. This role carries a collective responsibility for the overall leadership of the College and focuses on fostering a positive and inclusive learning environment aligned with the College's Catholic identity and values.

The Community Leader ensures the alignment of professional learning, curriculum development, and student growth initiatives with College goals. They are pivotal in implementing and monitoring strategies to enrich student learning, supporting staff development, and cultivating a culture of collaboration and excellence.

Key responsibilities include overseeing learning community operations, contributing to strategic planning, facilitating professional practice frameworks, and supporting student diversity and engagement. With a strong emphasis on relational leadership, this role requires modeling Catholic values, promoting professional growth, and ensuring compliance with school improvement and systemic processes.

The Community Leader must possess exceptional communication, collaboration, and organizational skills, a commitment to continuous learning, and the ability to navigate complex situations with professionalism and discretion. They are directly accountable to the Deputy Principal of Student Learning and Professional Practice and the Principal, contributing actively to the Leadership, Student Learning, and Professional Practice Teams.

This position embodies the College's commitment to nurturing academic excellence, personal growth, and faith development in a dynamic educational environment.

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 preferred ● 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"> ● Experience in monitoring student growth and achievement through effective systems of data collection and analysis. ● Proven ability to implement and evaluate personalised learning plans (PLPs) and adjustments for diverse learners, ensuring compliance with NCCD documentation. ● Skilled in aligning professional learning opportunities with team and individual goals, fostering professional growth through coaching, mentoring, and performance feedback. ● Adept at leading collaborative processes to clarify and communicate curriculum and student learning practices within a community context. ● Expertise in contributing to school improvement planning, including monitoring the implementation

		<p>and impact of strategies related to student learning and professional practice.</p> <ul style="list-style-type: none"> ● Strong organisational skills for coordinating events, budgets, and resources while maintaining high-quality documentation and adherence to College procedures. ● Ability to build positive, professional relationships across teams, fostering collaboration and maintaining confidentiality. ● Proficiency in managing challenging situations calmly and effectively, ensuring a supportive and inclusive community for all stakeholders.
	<p>Commitment to Catholic Education</p>	<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
	<p>Commitment to Child Safety</p>	<ul style="list-style-type: none"> ● Provide students with a child-safe environment ● Support the Principal and members of the Executive to ensure 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
	<p>Operational</p>	<ul style="list-style-type: none"> ● Ensure positive, welcoming environments with visual cues that focus on student learning and Catholic identity ● Discern and approve excursions/camps/incursions in line with College procedures ● Collaborate with Business Manager regarding budgets and resourcing of learning community

		<ul style="list-style-type: none"> ● Coordinate, and where necessary, delegate the organisation of learning community events ● Monitor Professional Learning opportunities to ensure they align with team members goals ● Liaise and collaborate with the learning diversity leaders to ensure the enrichment and engagement of all learners, including the implementation of PLPs and adjustments for students in line with NCCD documentation ● Co-chair community meetings ● Monitor student growth and achievement within the learning community through systems of data collection and analysis
	<p>Relational</p>	<ul style="list-style-type: none"> ● Model and witness to our Catholic identity ● Model, promote and share opportunities for professional growth and engagement. ● Develop, clarify and communicate processes regarding curriculum and student learning relevant to that community ● Support the engagement of learning area staff with College's performance and development framework with a focus on the specific needs of students within the learning community (coaching, mentoring, feedback, goal setting) ● Attendance at key College events as a Leadership Team member
	<p>Strategic</p>	<ul style="list-style-type: none"> ● Member of College Leadership Team, Student Learning and Professional Practice Team and Learner Diversity Team ● Collaborate with Learning Leaders, Learner Diversity Leaders and Catholic Identity Leader to ensure a cohesive approach to student learning and professional practice in learning community ● Monitor and evaluate the implementation and impact of school improvement strategies/activities within learning area in relation to student learning and professional practice

		<ul style="list-style-type: none"> ● Contribute to the development of school improvement plan and annual action plan ● Ensure all aspects of student learning and professional practice within the learning community align with the College values, graduate outcomes and Learning and Teaching Framework, in collaboration with the learning leaders.
Desirable		<ul style="list-style-type: none"> ● An understanding of CESL's Magnify, and an ability to embed evidence-based practices.

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.