



# Position Description

<b>Position Title</b>	<b>Key Learning Area Leader – Science &amp; STEM</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	Sacred Heart College
<b>Location</b>	<i>Yarrowonga</i>
<b>Enterprise Agreement</b>	Catholic Education Multi-Enterprise Agreement 2022
<b>Position of Leadership</b>	POL 1
<b>Time Release</b>	3 lessons per two week cycle
<b>Status</b>	Fixed Term – 3 years (2025-2027)
<b>Reports to</b>	Deputy Principal – Learning & Teaching

## 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

Sacred Heart College Yarrowonga is a coeducational Year 7 -12 College with an enrolment of approximately 260 students.

We proudly offer a broad range of subjects including VCE, VCE Vocational Major and school-based apprenticeships.

Investment in infrastructure has seen the addition of state of the art Science laboratories and classrooms.

The College recently celebrated 60 years as a secondary college on our current site.

Student achievement has been recognised with the College being awarded The Age Schools That Excel Award in 2023.

## Position Summary

The Key Learning Area Leader has primary responsibility in developing a vision for the delivery of quality learning outcomes in the specified learning areas and ensuring that this vision is delivered. This Leader will create a professional environment where each teacher can thrive because they are adequately resourced, are connected to the learning area, are valued for their professional contributions and can engage in professional dialogue that will enhance their teaching skills.

## Leadership Framework

This role will work within the CES Ltd Leadership Framework. The Framework sets out that Leadership in a Catholic School creates a vision for a community in which all may have life and have it in abundance (John 10:10) and where student flourishing is the core purpose. Leaders in Catholic schools are guided by religious, professional, ethical, and moral principles and pursue this vision in service of the community. Servant leadership is at the core of all levels of leadership in the Catholic school. The leadership vision is student centred with a growth mindset that is guided by a belief in the dignity and potential of the human person.

Leadership in a Catholic school includes seven professional practices that are valued as critical elements in leading a Catholic school. They are as follows:

- Leading the Catholic School
- Leading a Well Community
- Leading Learning and Teaching
- Developing Self and Others
- Leading Improvement, Innovation and Change
- Leading the Management of the School
- Engaging and working with the Community

## Key Responsibilities – Core Duties

<p><b>Duties</b></p>	<ul style="list-style-type: none"> <li>• Ensure that teaching and learning programs are appropriately documented</li> <li>• Ensure that scope and sequence grids that encompass the disciplines included in the core and elective program are developed in accord with the Victorian Curriculum</li> <li>• In conjunction with the Year 11 &amp;12 Level leader ensure that VCAA requirements are being met by each teacher</li> <li>• In conjunction with the Laboratory Technician ensure health and safety compliance standards, including risk assessments are maintained in preparation and laboratory areas</li> <li>• Ensure that detailed unit plans, learning and assessment outcomes and rubrics are prepared and current for every subject at each level</li> <li>• Use data to identify starting points for improvement and monitor progress over time</li> <li>• Update and provide information on courses and activities for College publications and College website</li> <li>• Attend information and subject selection sessions as directed</li> <li>• Create and manage the Learning Area budget</li> <li>• Work collaboratively with personnel such as the librarian to provide necessary teaching resources and update the student booklist annually</li> <li>• Prepare agenda and take minutes of KLA minutes that are scheduled on the College meeting calendar</li> <li>• Work collaboratively with Deputy Principal - Learning and Teaching regards to innovations and programs within the KLA</li> <li>• Assist the leadership team to identify what is required to build teacher capacity to improve student learning outcomes through both team meetings and individual support and then assist in the necessary support to lift performance</li> <li>• Ensure the consistency of curriculum content and moderation of assessment is occurring when multiple classes of the same subject are conducted.</li> </ul>
<p><b>Memberships</b></p>	<ul style="list-style-type: none"> <li>• KLA Leaders</li> <li>• Interview panel for new staff to the KLA</li> <li>• Leadership team as required</li> </ul>
<p><b>Professionalism</b></p>	<ul style="list-style-type: none"> <li>• Is punctual for all duties</li> <li>• Present self appropriately, following dress code as required</li> <li>• Keep privileged information to which he/she is privy by virtue of the employment position confidential</li> <li>• Respond to own training/development needs</li> <li>• Seek feedback on own performance</li> <li>• Maintain highly effective working relationship with staff and outside providers</li> </ul>

	<ul style="list-style-type: none"> <li>• Cooperate with colleagues to achieve the implementation of all College policies and procedures</li> <li>• Participate in meetings as required</li> <li>• Comply with policies and directives issued by the College including Occupational Health and Safety and Code of Conduct.</li> <li>• Actively live and promote the College Mission.</li> <li>• Promote and maintain Gospel values and the Catholic tradition among all sectors of the College, including students, staff and parents.</li> </ul>
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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

<b>Essential</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>• Victorian Institute of Teaching registration</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• An understanding and commitment to the Vision of Sacred Heart College</li> <li>• Demonstrated ability to model best practice facilitating innovative and evidence based teaching practices</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Strong commitment to the Catholic ethos of the College and Catholic Education.</li> </ul>
	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of child safety</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children</li> <li>• Be a suitable person to engage in child-connected work</li> </ul>
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills</li> <li>• Strong organisational skills especially with regard to developing and maintaining documentation</li> <li>• A capacity to work effectively in the face of competing priorities, deadlines and pressure</li> <li>• Suitable understanding of chemicals &amp; equipment used and stored on site</li> <li>• Ability to work in conjunction with the Laboratory Technician and/or qualified Chemistry teacher.</li> </ul>