



Position Description

Position Title	Inclusive Education Leader – Policies and Procedures
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	St Anne's College
Location	<i>Kialla</i>
Enterprise Agreement	Victorian Catholic Education Multi-Enterprise Agreement 2018
Position of Leadership	POL 2
Time Release	12 sessions per week
Status	2023-2024
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 Anne's College is a Foundation – Year 12 Catholic college, servicing families in the Shepparton area. St Anne's College is situated on 10 hectares of land and is located at the South end of Shepparton in a rapid growth corridor. St Anne's College had its first intake of students in 2019 and began with enrolments in Foundation and year 7. As each year progresses, a new year level is added in the primary and the secondary area. The estimated college population at full capacity is around 1400 students.

Position Summary

The undertaking of the Inclusive Education Leader: Policies and Procedures is responsible for creating a positive learning environment that promotes academic and spiritual growth in every student. The Inclusive Education Leader: Policies and Procedures is responsible for the development and implementation of initiatives, procedures, processes and policies to guide the college in addressing the needs of the diverse learner. Inclusive Education Leader: Policies and Procedures has a key role in maintaining records and completing documentation for Quality Assurance in line with NCCD requirements. The Inclusive Education Leader: Policies and Procedures works closely and in alignment with the Inclusive Education Leader: Professional Learning and Student Support. This position supports the Principal to effectively and purposefully manage the planning, delivery, evaluation and improvement of the school.

Position of Leadership Structure – DATE to DATE

Executive Leadership team:

Principal (2022-2028)

Deputy Principal Learning and Teaching (2022-2026)

Deputy Principal Community Wellbeing (2022-2026)

Leadership team (Positions of Leadership 2022-2024):

School Leader (School of Wonder)

School Leader (School of Innovation)
 School Leaders (School of Possibilities)
 Religious Education Leader
 Inclusive Education Leader: Policies and Procedures
 Inclusive Education Leader: Professional Learning and Student Support
 Learning Support Leader
 Business Manager

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

Leading learning and teaching	<ul style="list-style-type: none"> ● Understand state and national course requirements ● Collaborate with teachers to assess and use evidence-based practise to improve student performance ● Embrace the use of information and communications technologies to enhance learning
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	<ul style="list-style-type: none"> ● Share responsibility for strategic planning and the continued implementation of the priorities established through the School Improvement Process ● Leading staff in analysing and using data to identify and inform continuous improvement ● Demonstrate a commitment to achieving best practice in learning and teaching through the formation of a learning community
<p>Inclusive Education: Policies and Procedures</p>	<ul style="list-style-type: none"> ● Meet with staff regarding the preparation and formulation of referrals for assessments of students with diverse needs ● In collaboration with administration support, organise meetings with parents and teachers to discuss student data and possible referrals and/or assessment outcomes ● Coordinate meetings with parents, teachers and allied health providers to discuss referral outcomes with administrative support ● Timetable and coordinate, PSG meetings with appropriate parties, including teachers, parents and allied health professionals with administrative support ● Ensure that PLPs are updated regularly and the goals set are achievable and clearly documented. ● Facilitate and monitor the formulation and use of an essential agreement regarding PLPs ● Develop and review policies and procedures for inclusive education in consultation with the Deputy Principal Learning and Teaching
<p>Pastoral care and child safety</p>	<ul style="list-style-type: none"> ● Work collaboratively with all school staff to implement practices that actively support student wellbeing ● Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety ● Lead the provision of a child-safe environment for students. ● Demonstrate duty of care to students in relation to their physical and mental wellbeing. ● Proactively monitor and support student wellbeing ● Exercise pastoral care in a manner which reflects school values ● Drive strategies which promote a healthy and positive learning environment ● Attend year level meetings as scheduled

	<ul style="list-style-type: none"> ● Attend all school assemblies ● Attend school liturgical celebrations ● Attend relevant school organised activities, as required
Leading continuous improvement	<ul style="list-style-type: none"> ● Collaboratively identify highly effective learning and teaching in ways that inspire colleagues to improve their own professional practice ● Work with Teachers to apply skills and in-depth knowledge and understanding to deliver effective lessons and learning opportunities ● Assist the Principal and leadership team to facilitate change aligned to school and strategic direction
Co-curricular and community involvement	<ul style="list-style-type: none"> ● To enhance and strengthen communication and collegiality between the school, home and wider communities ● Support and be involved in the co-curricular program, as required ● Proactively encourage students to participate in co-curricular activities ● Act as a role model for participating students ● Keep accurate records of student attendance and participation within the co-curricular activity ● Create and maintain a safe environment in which students may enjoy their participation ● Oversee the provision and care of relevant equipment materials and first aid requirements
General and administrative duties	<ul style="list-style-type: none"> ● Demonstrate duty of care to students in relation to the physical and mental wellbeing ● Participate in duty supervision as rostered and other supervision duties when required ● Demonstrate professional and collegiate relationships with colleagues ● Uphold the professional standards expected of a Religious Education Leader
Safety	<ul style="list-style-type: none"> ● Provide the leadership, structure, resources to improve safety across their sub school ● Lead team to comply with all school and Legislative health and safety policies and procedures

	<ul style="list-style-type: none"> ● Assist the Principal in ensuring with the school’s health and safety policies and procedures ● Support a safety culture embracing, advocating and supporting OH&S initiatives by actively driving and promoting OH&S compliance requirements and improvements ● Be responsible for own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace ● Adhere to safe work procedures, instructions and rules at all times ● Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act
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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

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Current registration with VIT • Recognised teaching qualifications • More than 5 years experience teaching within an educational setting
	Knowledge and Experience	<ul style="list-style-type: none"> • Previous leadership experience in an educational setting • Comprehensive knowledge and understanding of the Victorian Curriculum as a continuum of learning • Effective leadership strategies
	Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated commitment to Catholic education • Accreditation to teach in a Catholic school

	Commitment to Child Safety	<ul style="list-style-type: none"> ● Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety ● Lead the provision of a child-safe environment for students. ● Demonstrate duty of care to students in relation to their physical and mental wellbeing.
	Skills and Attributes	<ul style="list-style-type: none"> ● self-awareness and personal wellbeing ● self-management, including emotional intelligence, empathy and resilience ● social awareness ● relationship management
Desirable		<ul style="list-style-type: none"> ● Accreditation to teach and lead in a Catholic school ● Working knowledge and understanding of the SWPBS framework