



Position Description

Position Title	Source of Life Curriculum Learning Leader
Organisation	Catholic Education Sandhurst Limited (CESL)
Team	Catholic Mission and Formation
Location	<i>Bendigo, Wangaratta, or Tatura</i>
Agreement	<i>Catholic Education Multi-Enterprise Agreement 2022</i>
Classification	Education Officer
FTE	1.0
Status	Ongoing
Reports to	Assistant Director: Catholic Mission and Formation

Position Summary

The Catholic Mission and Formation function is dedicated to promoting and nurturing Catholic Identity and mission within the education system. It supports the Deputy Director and Executive Director in creating a spiritually enriching environment for students, leaders, staff, and families. This function aligns with CESLs strategic commitment for faith education, professional development and community engagement. This work is informed by the CESL Guiding Lights, which ensures we are prioritising the right work for our Catholic School Communities.

The Source of Life (SOL) Curriculum Learning Leaders are responsible for supporting the implementation of tier one and tier two curriculum and interventions across a network of 60 schools and early childhood centres. They work collaboratively to ensure high-quality teaching and learning practices, inclusive of a low-variance curriculum that is consistently applied throughout the Religious Education programs at each learning centre, fostering an environment of continuous improvement and excellence.

SOL Learning Leaders play a pivotal role in shaping the Religious Education experience for students. By developing a low-variance, consistent and effective curriculum and providing robust support to educators, they help foster a deep and meaningful understanding of religious teachings and values.

Function Summary

The Catholic Mission and Formation function is dedicated to promoting and nurturing Catholic Identity and mission within the education system. It supports the Deputy Director and Executive Director in creating a spiritually enriching environment for students, leaders, staff, and families.

This function aligns with CESLs strategic commitment for faith education, professional development and community engagement by:

- Ensuring fidelity to the Source of Life Religious Education curriculum, developing and implementing a framework to support theological, spiritual and sacramental education of both students and staff.
- Developing and delivering professional learning and spiritual formation experiences to support the spiritual development of staff and their content knowledge to achieve accreditation to work in a Catholic School.
- Enhancing relationships between schools, families, clergy and parishes.

Key components include:

- Creating and supporting the Diocesan-wide implementation of a Tier 1 low variance curriculum for the Source of Life
- Providing learning and spiritual formation programs for students and adults at CESL
- Supporting liturgical activities for students, staff and families.

This work is informed by the CESL Guiding Lights, which ensures we are prioritising the right work for our Catholic School Communities.

Our Organisation

Catholic Education Sandhurst Limited (CESL) 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 3,000 employees in just under 60 schools and early childhood facilities.

The Executive Director of Catholic Education Sandhurst is appointed by the Board of CESL to support the administrative, organisational and service matters to Catholic schools within the Diocese.

The Executive Director and all delegations via that position, including the Deputy Director, operate within the parameters of Canon Law and the established protocols of the Catholic Church. CESL 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.

CESL participates and cooperates in the work of the Victorian Catholic Education Authority (VCEA) as the peak body for Catholic Education in Victoria, which has responsibility for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, advocacy for Catholic education and collaboration with government statutory authorities.

Magnify Sandhurst:

Launched in Term 3 of 2024, Magnify Sandhurst is CESL's comprehensive school improvement initiative made in response to the CESL Strategic Plan. Magnify Sandhurst significantly enhances the resourcing and

experience of our students, teachers and leaders across the key areas of spiritual development, the Victorian curriculum, wellbeing, the behaviour curriculum and a truly responsive pedagogy. At a systemic level, Magnify Sandhurst enables the proactive utilisation of inter-school capabilities and learnings, by fostering a Multi-Tiered System of Supports (MTSS) that operates at both the student and school level.

Guiding Lights:

The Executive team seeks to bring to reality the Strategic Plan which underpins all work in and for our Catholic Schools and Early Learning Centres across the Diocese. The three Guiding Lights ensure we are prioritising the right work for our Catholic Learning Communities; they are:

Authentically Sandhurst Catholic Education

Catholic Education in Sandhurst has developed a unique, Spirit-filled and life-giving culture that we are called to celebrate and build upon. This proudly diverse rural educational community from the alpine mountains to the river plains claims the heritage we have received and commits to ongoing formation in community so that our mission, the mission of Jesus the Christ, might continue to bring 'life to the full'.

Outstanding Learner Growth

Prioritising 'outstanding learner growth' purports that all students have a capacity for growth which can be measured and celebrated, and that this growth should be 'outstanding'. Sandhurst has set itself the audacious but necessary goal of achieving outstanding student learner growth for every student and every teacher, in every school, every day.

Solidarity and Subsidiarity

Solidarity and subsidiarity define our cohesive system, uniting unique learning centres into a single ecosystem dedicated to the Common Good. Our commitment to solidarity ensures equitable opportunities for all students by aligning resources and enhancing ecosystem integrity. Subsidiarity empowers local decision-making, fostering responsibility and accountability among leaders to meet community-specific needs. Together, these principles drive continuous, impactful improvement, creating a life-giving and Gospel-infused educational journey for every student and staff member.

Our Vision

The vision for CESL 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

CESL Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic teaching, grounded in the person and teaching 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.

Key Responsibilities

Catholic Ethos & Values

- It is expected that all employees, espouse and respect the principles of Catholic Teaching, as is reflected in the identity of the Sandhurst Catholic School which is grounded in the person and teaching of Jesus, and interpreted and enacted for the “common good” in response to the “signs of the times”.
- As a SOL Leader, you will role model servant leadership displaying a passion for the Gospel, and of the understanding and commitment to the ministry and mission of the VCEA
- The SOL Leader will be a person aligned to our core value, Faith, which ensures 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.

Curriculum Development	• Collaboratively write and update the F-12 Diocese of Sandhurst 'Source of Life' Religious Education curriculum. • Ensure the curriculum is low- variance, maintaining consistency and alignment with educational standards. • Integrate contemporary pedagogical approaches and religious teachings. • Integrate social justice, ecological and sustainability principles into the curriculum and school activities.
Professional Learning	• Design and deliver professional development programs for Religious Education leaders and teachers. • Provide ongoing support and coaching to educators implementing the curriculum. • Foster a community of practice among Religious Education professionals and train others to lead. • Facilitate 'Blessed, Broken and Shared' workshops and other learning experiences for staff throughout the Diocese. • Where necessary, working with individual schools to ensure high fidelity to the Source of Life curriculum.
Data Analysis and Reporting	• Collect and analyse survey data and quantitative feedback from educators and students on the curriculum's effectiveness. • Make data-driven improvements to the curriculum. • Stay informed about current trends and research in Religious Education to inform curriculum updates.
Collaboration & Communication	• Work closely with school administrators, Religious Education leaders, and teachers to ensure cohesive curriculum implementation. • Facilitate regular meetings and communication channels to share best practices and address challenges. • Engage with parents and the broader community to support the Religious Education program.

Key Capabilities & Requirements

Qualifications and Registrations	• Advanced degree in Education, Theology, or a related field • VIT registration • A current unrestricted Victorian Drivers Licence • National Police Record Check
Knowledge and Experience	• Extensive experience in Catholic Education. • Extensive experience in curriculum development and Religious Education.

	• Strong background in professional development and teacher training. • Excellent leadership, communication, and collaboration skills. • Deep commitment to the mission and values of Catholic Education.
Commitment to Catholic Education	• Demonstrated commitment to the Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst. • Previous experience within a Catholic teaching, operational or administrative related setting (preferred but not compulsory). • See 'Catholic Ethos and Values' core competency above.
Commitment to Child Safety	• Willing to undergo or provide a current and satisfactory working with children check • Ability to demonstrate an understanding of appropriate behaviours when engaging with children • Acknowledge and appreciate the strengths of Aboriginal culture and its importance in the wellbeing and safety of Aboriginal students
Skills and Attributes	All leaders are expected to have proven and demonstrable capabilities in the following areas: • Proficiency in data analysis and the use of educational technology. • High ethical standards and integrity. • Highly developed interpersonal and communication skills (including written research skills, spoken, non-judgemental listening skills). • Strong presentation and facilitation skills. • Ability to critically analyse and interpret data and synthesise practical recommendations or actionable objectives.

Mandatory Responsibilities and Requirements

Compliance with CESL Policies and Procedures

- All CESL policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CESL 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 CESL 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 CESL'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 also be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CESL.

Compliance with Child Safety Legislation

- CESL 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 CESL 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. CESL 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.

Requirement for onsite work

- CESL values flexibility and supports remote work where able. This position does require the majority of tasks to be conducted at a CESL workplace and as such, the incumbent must be available to work onsite.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Catholic Education Sandhurst's discretion and activities may be added, removed or amended at any time.