



# Position Description

<b>Position Title</b>	<b>Performing Arts</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	St. Luke's Catholic Primary
<b>Location</b>	629 Goulburn Valley Hwy, Shepparton North 3631
<b>Enterprise Agreement and or Award</b>	Victorian Catholic Education Multi-Enterprise Agreement
<b>Classification</b>	T1-1 to T2-6 (depending on experience)
<b>Remuneration</b>	T1-1 \$72,058 to T2-6 \$108,003 depending on experience (pro-rata)
<b>FTE</b>	0.6FTE
<b>Status</b>	Fixed-term contract starting 15/4/2024
<b>Reports to</b>	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. Luke's is situated in the north end of Shepparton on 48 acres. We share the land with Notre Dame College Year 9 (Emmaus Campus). Our school began in 2005. We have 16 NEW general learning areas, new auditorium, kitchen and amenities (May 2022). Our school has a number of indoor and outdoor play options, including a stadium. We are situated in a growth corridor of Shepparton with new housing estates surrounding the school. Shepparton offers many local attractions, restaurants, shopping and sporting/recreational facilities. Other major attractions include the Shepparton Arts Museum (SAM), Victoria Park Lake (centre of town), Aquamoves, wonderful local sporting facilities, Botanical gardens and a wonderful bike trail network along the Goulburn and Broken rivers.

We currently have 14 class groupings with 285 students. We offer specialist classes- Creative and Performing Arts, PE and Language (Italian).



## Position Summary

We have a number of changes due to maternity leave and a change in our leadership structure for 2024. This position may become ongoing in 2025. We are seeking an enthusiastic teacher (graduate or experienced) to lead children to reach their goals. This person should be an 'Innovative Learner' and open to explore how students learn in particular environments. At St. Luke's we give educators the platform to explore their own goals and build capacity to be leaders in a wonderful educational setting. Although you may not have a degree in Performing Arts, good Primary or Secondary teachers adapt to the requirements of the curriculum. We have a designated classroom space for Performing Arts and resources are stored in this space and break out area.

## Key Responsibilities

<b>Professional Engagement</b>	<ul style="list-style-type: none"><li>● To build relationships with student, family and colleagues through the Catholic lens of the school</li><li>● Being an 'Innovative Learner'- flexible with your knowledge and constantly review quality teaching practice</li></ul>
<b>Professional Knowledge</b>	<ul style="list-style-type: none"><li>● Provide meaningful and regular feedback to individual students on their progress. Regular communication with parents/carers.</li><li>● To have a good understanding of the Victorian Curriculum in order to improve the outcomes of all students</li><li>● To be responsible for writing formal academic reports, hosting learning conversations, and discussing students outcomes with colleagues.</li><li>● Be open to explore 'how students learn' e.g. 'Science of Learning'</li></ul>
<b>Professional Practice</b>	<ul style="list-style-type: none"><li>● Create and maintain a supporting learning environment by:<ul style="list-style-type: none"><li>-managing classroom activities</li><li>-promoting positive behaviours</li><li>-modelling good choices</li><li>-Personal Learning Plans</li><li>-PSG meetings</li><li>-Student Goal setting</li><li>-Assessment records</li></ul></li></ul>

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

Respond as a graduate or experienced teacher

<b>Essential</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>• Tertiary Education , WWCC, VIT</li> <li>• Any other relevant qualifications</li> <li>• Accreditation to teach religious education or the willingness to seek accreditation</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Engage students and give quality feedback</li> <li>• Use school and student outcomes to generate learning plans</li> <li>• Engage in professional conversations with staff to develop a whole school approach</li> <li>• To promote consistency inline with the school's strategic and annual action plans</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• A capacity to integrate the Catholic church's teachings into all aspects of the curriculum</li> </ul>
	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• An understanding of the VRQA Child Safe Standards</li> </ul>
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• An ability to develop relationships with students, parents and colleagues</li> <li>• An ability to work in a professional learning team</li> <li>• Ability to set your own personal goals and discuss these with a colleague and/or leadership</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>• An enthusiasm for using technology in the classroom</li> <li>• Experience in teaching Religion and/or involvement in Sacramental preparation. How does your faith support you in this role?</li> <li>• Explore extra-curricular activities as a way of building culture and knowing your students</li> </ul>

