



# Position Description

<b>Position Title</b>	Education Support Traineeship
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	St. Mary of the Angels Secondary College
<b>Location</b>	<i>Nathalia</i>
<b>Enterprise Agreement and or Award</b>	Victorian Catholic Education Multi-Enterprise Agreement 2018
<b>Classification</b>	<b>TBC</b> (Classification from VCMEA)
<b>Remuneration</b>	<b>TBC</b> (Annual rem excluding superannuation)
<b>Status</b>	Fixed term – 12 Months
<b>Reports to</b>	Deputy Principal – Learning & Professional Practice

## 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 Northwest 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 Executive Director of Catholic Education Sandhurst acts as Chief Executive Officer for the Board of CES Ltd and within its delegated schedule for the organisational, administrative, support and service matters related to Catholic schools within the Diocese.

The Executive Director of Catholic Education Sandhurst 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 Mary of the Angels is a Catholic, co-educational Secondary College that was established by the Franciscan Missionaries of the Divine Motherhood (FMDM) sisters in 1961. The College welcomes families from Nathalia, Numurkah, Wunghnu, Tallygaroopna, Cobram, Yarroweyah, Strathmerton, Katamatite, Barooga, Tocumwal, Finley (NSW) and many of the townships in between. At St Mary of the Angels, we draw our example from Jesus Christ, who in turn inspired St. Francis of Assisi, and it is St Francis' core values of justice, peace, and integrity in creation in a spirit of gratitude and joy, that we celebrate and embrace.

For thirty-three years the College was staffed mainly by the FMDM Sisters whose gift was their strong Franciscan charism and faithfulness to the community. We honour these women, many who came from England and Ireland, who supported and strengthened rural Catholic education in this region.

St Mary of the Angels prides itself on maintaining a family oriented and friendly atmosphere. Nathalia is a small town in Northern Victoria. The town is located on the banks of Broken Creek and is near the Barmah National Park which has over 220 species of birds and 550 different types of plants. Nathalia has a year-round Mediterranean climate, a stunning golf course, an art retreat and extensive fresh produce to enjoy.

## Position Summary

The Education Support role has been developed to provide on the ground support to staff and students at St. Mary of the Angels in the area of Education Support. The Education Support Person will work at the direction of the Deputy Principal – Teaching & Learning as well as the Careers and Pathways Leader.

This is a full time position. Hours of work are from 8.30am until 4.30pm with a 30 minute lunch break. This position will ideally suit a Gap Year Trainee.

## Key Responsibilities

<b>Organisational Relationships</b>	<ul style="list-style-type: none"><li>• Direct report to Careers and Pathways Leaders</li><li>• Liaison with Deputy Principals</li></ul>
<b>Contribution to the Growth and Sustainability of the College</b>	This position will support the College in exercising its Franciscan charism of inclusivity and tolerance.
<b>Specific Areas of Responsibility</b>	<ul style="list-style-type: none"><li>• Assist, deliver and oversee educational programs in the College</li><li>• Contribute to effective workplace relationships</li><li>• Follow defined Occupational Health &amp; Safety Policies and Procedures</li></ul>

	<ul style="list-style-type: none"> <li>• Support students identified with specific learning needs as directed by the Careers and Pathways Leader</li> <li>• Build appropriate positive relationships with students and staff</li> <li>• Attend all scheduled meetings for both Education Support and General Staff Meetings</li> <li>• Attend school camps and excursions</li> <li>• Attend sporting events as requested</li> <li>• Oversee and participate in a lunchtime “inclusion” program for students, at least once per week</li> <li>• Support the College sports carnival program</li> </ul>
<b>Occupational Health &amp; Safety Requirements</b>	<ul style="list-style-type: none"> <li>• Follow occupational health and safety policies, procedures and workplace instructions</li> <li>• Co-operate with the Employer and the Apprenticeship Factory with respect to any action taken by the Host Employer and the Apprenticeship Factory to comply with any requirements to provide a workplace that is safe and without risks to health</li> <li>• Correctly wear and maintain items of personal protective clothing and equipment that are provided</li> <li>• Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work</li> <li>• Report any incidents with the workplace to the Host Employer and the Apprenticeship Factory without delay</li> <li>• At all times maintaining professional demeanor with staff, students and visitors</li> </ul>
<b>Expectations</b>	<ul style="list-style-type: none"> <li>• Wear appropriate professional attire at all times</li> <li>• Participate in the life of the College through attendance at College functions and celebrations</li> <li>• Participate in a midyear review process</li> <li>• The role includes one week of work during each holiday period</li> <li>• Observe confidentiality and privacy protocols</li> <li>• Have a current Working with Children Check</li> <li>• Have a current Police Check</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.
- All employees will be required to provide evidence of vaccination status prior to commencing employment with CES Ltd. Depending on the role some employees will also be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training.

## **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.