



Position Description

Position Title	VET Health Teacher
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	Sacred Heart College
Location	Yarrawonga
Enterprise Agreement	Catholic Education Multi-Enterprise Agreement 2022
Classification	Level based on qualifications and experience (Classification from VCMEA)
Remuneration	As per award
Time Fraction	0.4 FTE 2 days per week with Wednesdays being delivery day. Second day is negotiable
Status	Fixed Term – 3 years (2025-2027, based on Permission to Teach)
Reports to	Principal & Deputy Principals

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 Yarrawonga 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 VET Health Teacher has oversight of the Sacred Heart College (SHC) Certificate III in Allied Health Assistance/Health Service Assistant course for 1st and 2nd year students, including

- Lecture preparation and presentation one day per week (Wednesday), on site at SHCY
- Participation in the school's continuing reviews of course content and development, delivery, teaching methods and methods of students' assessment
- Coordination of guest presenters for the course
- Coordination of student placements, at Yarrawonga Health, North East Health and other health services as required

Key Responsibilities – Core Duties

Duties	<ul style="list-style-type: none"> • Plan, prepare and assess training programs in accordance with training packages and/or course requirements using a variety of training and assessment methods appropriate to student and client needs. • Carefully check attendance at every class and consult with the VET Leader if discrepancies are noted. • Hold all classes in the scheduled location. If teachers plan to move a class, they are required to inform the Organisational Leader and a notice should be placed on the Daily Bulletin advising staff and students of such a change. • Ensure that student behaviour is in keeping with the College policies. • Ensure that all excursions and student placements are organised and conducted in accordance with organisational procedures. • Where appropriate, assign work for students in the case of an extended unplanned absence such as illness. • Where practical, leave appropriate and detailed lesson material when absent from classes. • Foster academic rigour in classes, set meaningful assessment tasks and provide timely feedback for students. • When necessary, take responsibility for direct communication with parents. • Provide appropriate supervision for each class. No teacher may leave his/her class unsupervised. • Adhere to all College policies and protocols. • Ability to keep accurate records, report on student achievement and meet deadlines for assessment both internally, and externally with the auspicing RTO and VCAA.
Organisational Relationships	<ul style="list-style-type: none"> • Accountable to the VET Leader of Sacred Heart College • Required to work collaboratively with relevant auspicing body.
Professionalism	<ul style="list-style-type: none"> • Is punctual for all duties • Present self appropriately, following dress code as required • Keep privileged information to which he/she is privy by virtue of the employment position confidential • Respond to own training/development needs • Seek feedback on own performance • Maintain highly effective working relationship with staff and outside providers • Cooperate with colleagues to achieve the implementation of all College policies and procedures • Participate in meetings as required • Comply with policies and directives issued by the College including Occupational Health and Safety and Code of Conduct. • Actively live and promote the College Mission. • Promote and maintain Gospel values and the Catholic tradition among all sectors of the College, including students, staff and parents.

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 Certificate IV in Training and Assessment • VIT Permission to Teach • Cert III Allied Health Assistance or above • Cert III Health Service Assistance or above
	Knowledge and Experience	<ul style="list-style-type: none"> • An understanding and commitment to the Vision of Sacred Heart College • An understanding of VET • Relevant industry experience
	Commitment to Catholic Education	<ul style="list-style-type: none"> • Strong commitment to the Catholic ethos of the College and Catholic Education.
	Commitment to Child Safety	<ul style="list-style-type: none"> • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • Be a suitable person to engage in child-connected work
	Skills and Attributes	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills • Capacity to build and maintain positive relationships with RTOs, employers and other providers • Strong organisational skills especially with regard to developing and maintaining documentation • A capacity to work effectively in the face of competing priorities, deadlines and pressure