The Catholic Education Office, Diocese of Sale supports 34 primary schools and 7 secondary colleges between Narre Warren and Orbost. Based in Warragul, the Catholic Education Office employs approximately 55 staff, most of whom have extensive experience working in schools.

DEPUTY DIRECTOR
Catholic Identity, Learning and Teaching

The Director of Catholic Education in the Diocese of Sale is seeking to appoint an experienced senior Catholic educator to join a dynamic team leading and serving the schools of the Diocese. This is an exciting initiative in a crucial role of service and leadership within Catholic education in the Diocese of Sale.

Purpose of the Role:

The Deputy Director of Catholic Education will work collaboratively with the Director and the CEO Sale Executive Team with particular responsibility for enhancing Catholic school identity, Religious Education and Learning and Teaching, deputising for the Director as required.

The appointee will demonstrate the capacity to:

Provide leadership and strategic oversight and ensure quality support services for the Catholic identity, Religious Education and Learning and Teaching processes across all school settings and the Catholic Education Office in the Diocese of Sale in accordance with diocesan strategic intents and policies.

Criteria

The successful applicant will have and provide evidence of:

- A commitment to the beliefs and practices of the Catholic Church
- A deep understanding of and commitment to the mission of the Catholic Church in education
- Demonstrated capacity to engage all members of the education community in the ongoing mission and identity of Catholic education
- Significant successful and strategic leadership in Catholic education at principal or diocesan system level
- An understanding and commitment to the Enhancing Catholic School Identity project and its impact on work and practice within our Catholic schools
- An understanding of contemporary approaches to learning and teaching and leadership formation within a Catholic context
- Strong knowledge, understanding and appreciation of the educational environment in which schools are situated (including curriculum, pedagogy, leadership and governance and the legal framework)
- Broad experiences with and understanding of School Improvement processes and compliance requirements
- Ability to lead, manage and work in a diverse team environment
- Highly developed interpersonal, influencing and communication skills
• Effective skills in managing performance, coaching and conflict resolution
• Effective facilitation and presentation skills
• Tertiary qualifications including post graduate study in theology and/or religious education and/or leadership with a commitment to ongoing personal and professional learning
• Accreditation to teach in a Catholic School
• Accreditation to teach Religious Education in a Catholic School
• Demonstrated willingness to engage in ongoing professional development
• Current full registration with the Victorian Institute of Teaching (or capacity to gain that registration)
• Demonstrated capacity to fill the role as outlined
• A current Drivers Licence

Tenure

• The initial appointment will be a five year contract including Annual Reviews
• An attractive remuneration package will be negotiated with the successful applicant
• Professional working hours and 4 weeks’ annual leave apply to the position
• The position is located at the Catholic Education Office, Warragul (approximately 75 minutes drive from Melbourne CBD). Travel throughout the Diocese will be required. A vehicle is provided in accordance with CEOSale policy.

The appointment will take effect from January 2015 or by negotiation.

Enquiries may be directed to Mrs Pauline Low, (03) 5622 6634 or email plow@ceosale.catholic.edu.au.

For application forms and other relevant documentation, please contact Teresa Brady on 03 5622 6627 or email tbrady@ceosale.catholic.edu.au.

Three confidential referee assessments are required.

Please return your letter of application and a copy of your Curriculum Vitae by 4.00 pm Friday 17 October 2014.

Applications should be marked to the attention of Ms Teresa Brady and addressed to:

Ms Maria Kirkwood  
Director of Catholic Education  
Catholic Education Office  
PO Box 322  
WARRAGUL VIC 3820  
Email: director@ceosale.catholic.edu.au