

Position Description

POSITION DETAILS

Position Title	School Leadership Consultant
Functional Unit	Catholic Identity, Leadership, Learning and Teaching
Nominated Supervisor	Deputy Executive Director
Relevant Industrial Instrument	Common Law
Date of Review	2 July 2026

DIOCESE OF SALE CATHOLIC EDUCATION LTD

The Diocese of Sale Catholic Education Limited (DOSCEL) is committed to the mission of the Catholic Church through the provision of high-quality, inclusive education across Catholic primary and secondary schools in the Diocese of Sale. Guided by Gospel values, DOSCEL supports school communities to nurture students academically, spiritually, socially, and emotionally, fostering a love of learning and a deep sense of belonging.

DOSCEL exists to enable vibrant, faith-filled communities of learning, where students are empowered to thrive and reach their full potential. Through leadership, collaboration, and stewardship, DOSCEL ensures that all schools are supported to deliver excellence in teaching, uphold Catholic identity, and respond to the diverse needs of their communities.

OUR VALUES

Integrity – We dialogue, discern, and journey together; embracing difference, inviting contribution, respecting the dignity of the individual and showing empathy as we harness the power of our collective contribution.

Inclusion - We uphold honesty, transparency and ethical behaviour in all our practice. We are committed to meeting our obligations to relevant educational authorities and to being principled in our decision-making, fostering trust and respect within the broader educational community.

Excellence - We constantly aspire to and move toward a better place, leading change in the world with hope, courage and compassion.

POSITION PURPOSE

The purpose of the role of the School Leadership consultant in primary and secondary schools is to build the capacity of principals and school leaders to successfully implement Diocese of Sale priorities, policies and strategies. The School Leadership consultant will have the opportunity to work across all primary and secondary schools in the Diocese.

POSITION RESPONSIBILITIES

- Support principals to identify and develop leaders within the school.
- Provide differentiated leadership support to assist principals and school leaders with School Improvement Planning including preparation for School Review.
- Act as a Reviewer in the DOSCEL School Review process.
- Assist principals in the preparation for Victorian Registration and Qualifications Authority (**VRQA**) Review and oversight rectification plans.
- Contribute to the Principal Appraisal Process and ensure the development and implementation of the Principal Professional Growth Plan.
- Assist Induction of newly appointed principals.
- Support DOSCEL Aspiring to Principal and Deputy Principal programs.
- Ensure engagement of principals and school leaders in the Catholic Identity, Leadership, Learning and Teaching strategies and initiatives.
- Develop and maintain oversight of the performance of schools and report to the Deputy Executive Director accordingly.
- Work with the DOSCEL Executive to provide support and advice to principals ensuring all governance requirements are met.
- Ensure Child Safe Cultures are continually developed and embedded in schools and assist principals to appropriately comply with all child safe requirements including the reportable conduct scheme.
- Other duties as directed by the Executive Director and Deputy Executive Director.

SKILLS AND EXPERIENCE

Key Selection Criteria

- A deep understanding of and commitment to Catholic Education as a mission of the Catholic Church in Australia.
- A commitment to and understanding of child protection and child safety issues in schools.

- An ability to support:
 - leaders in the creation of recontextualised, dialogical Catholic schools.
 - implementation of the Leadership Formation Strategy focussed on building leadership capability and capacity within schools.
 - implementation of the School Improvement Framework supporting leaders to strategically drive school improvement.
- A capacity to assist schools to:
 - Ensure high quality leadership structures to facilitate improvements in learning and teaching.
 - provide strategic advice to principals and school leaders in relation to critical issues and incident in schools.
- A willingness to engage in ongoing professional learning and development.
- Understanding of school improvement processes in DOSCEL schools.
- Understanding of compliance requirements as they apply to Catholic schools in Victoria.

CHILD SAFETY STATEMENT

DOSCEL is deeply committed to ensuring the care, safety, and wellbeing of all children and young people in Catholic schools. We recognise our responsibility to provide a safe, inclusive, and nurturing environment where every child can learn, grow, and thrive.

Successful applicants will be subject to child safety screening processes and must hold or be willing to obtain a current Working with Children Check and relevant police check as a condition of employment.