## POSITION DESCRIPTION

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### Catholic Education Office, Diocese of Ballarat

**POSITION TITLE:** Leader Learning and Teaching

**REMUNERATION SCALE:** A competitive salary as per the Victorian Catholic Education Multi-Enterprise Agreement 2018, commensurate with relevant experience and qualifications. Access to salary packaging.

**REPORTS TO:** Assistant Director System Improvement

**FULL TIME EQUIVALENT:** 1.0

**CLASSIFICATION:** 5 year contract. This term may be extended for a further 3 year period subject to a review of CEOB requirements and Director endorsement

**LOCATION:** Any Office location**:** Ballarat, Warrnambool, Horsham or Mildura

**AUTHORISED BY:** Director of Catholic Education

**DATE:** September 2019

**Primary Objective**

To contribute to the overall leadership, development and capacity building of learning and teaching in Catholic schools within the Diocese of Ballarat. The particular focus for the Leader Learning and Teaching will include co-ordinating and providing leadership to Education Officers to build teacher capacity, that will lead to improved learning outcomes for all students.

**Accountability**

The Leader Learning and Teaching is accountable to the Assistant Director System Improvement.

**Delegations**

The Board of the Diocese of Ballarat Catholic Education Limited (DOBCEL) develops diocesan education The Board of the Diocese of Ballarat Catholic Education Limited (DOBCEL) develops diocesan education policy and recommends it for ratification by the Bishop of Ballarat.

The DOBCEL Board delegates to the Director of Catholic Education the leadership, oversight and management of DOBCEL schools and the Catholic Education Office, the appointment, supervision and performance management of Principals of DOBCEL schools and CEOB staff.

The DOBCEL Board ratifies the appointment of Principals for DOBCEL Schools on the recommendation of the Director of Catholic Education and the local panel, in accord with the DOBCEL Principal Selection and Appointment Policy and Procedures.

The Director of Catholic Education delegates the leadership and administration of the school to the Principal in accordance with the DOBCEL Delegations Procedures.

**Job Environment**

The position is responsible to lead and work as a member of a cohesive and collaborative System Improvement Team and Diocesan Education Team focused on improving outcomes for all students. This will require working collaboratively with the Educational Consultants and Education Officers to facilitate the provision of a comprehensive and differentiated service to schools. As requested, the Leader Learning and Teaching may represent the Director on CECV/ State Government/ Federal Government or Interagency committees and working parties.

**Key Responsibilities on commencement**

1. A commitment to the principles of Catholic education and the ability to realise the mission in the context of the CEOB and the objectives and functions of this position.
2. Contribute positively as a member of the broader Diocesan Education Community

**Build a productive team culture with a focus on educational planning, research and service delivery to schools.**

1. Engage as an active member of the executive of the System Improvement Team and other required leadership forums.
2. Provide high-level advice, as appropriate, to the Assistant Director System Improvement on key policy issues related to learning and teaching.
3. Implement key strategies as detailed in the CEOB Strategic Directions and Annual Plans.
4. Ensure that service delivery to schools is co-ordinated and differentiated to meet the needs of schools.
5. Ensure compliance with relevant legislation and all DOBCEL and CEOB policies and procedures
6. Manage and implement the various initiatives within the Diocesan Education with a particular focus on Professional Learning Communities, Response to Intervention and School Wide Positive Behaviour Support

**Contribute to the overall leadership and development of learning and teaching in Catholic schools in the Diocese of Ballarat**

1. Support dialogue and planning of appropriate curriculum and professional practice to build capacity within schools.
2. Facilitate Improvement in the quality of teaching across all schools
3. Lead and support the planning and provision of relevant professional learning within the Dicoesan Education Community.
4. Maintain open communication with principals/curriculum leaders in schools to ensure all are appropriately informed of all relevant educational information.
5. Research current and future approaches to curriculum and pedagogy and use data to shape and inform the work of team members.
6. Develop strategies for the use of System data to support schools to improve student outcomes.
7. Actively engage in the development of learning and teaching within a Professional Learning Community

**Lead the Education Officers in matters of learning, teaching and professional practice**

1. Provide leadership and oversight with regard to learning,teaching and professional practice including assessment, reporting, moderation and planning of professional learning opportunities.
2. Establish an annual work plan that appropriately contributes to CEOB strategic plans and initiatives, that incorporates work within an approved annual budget, and that fulfils relevant reporting requirements.
3. Facilitate regular meetings with CEO Learning and Teaching Teams to ensure alignment of goals and sound communication to maintain consistency and cohesion in provision of services between the regions and the system as a whole.
4. Regularly meet with Assistant Director School Improvement to articulate and monitor professional goals through the Performance, Development and Review (PDR) Process
5. Manage the performance of Education Officers through the PDR process. Engage in on-going professional learning to build personal professional knowledge and skills in particular areas of expertise through attendance at relevant conferences and other professional learning

It is not the intention of this position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position.

The accountabilities described within may be altered in accordance with the changing requirements of the role.

**Key Relationships**

* Assistant Director School Improvement
* System Improvement Executive Team
* Education Consultants
* Leader Well Being
* Education Officers
* Principals and Leadership Teams
* School networks and clusters
* School Staff

**Qualifications**

* Accreditation to Teach Religious Education in a Catholic School or working towards.
* Qualified and registered teacher in Victoria or qualified with the ability to gain registration
* Gained or working towards post–graduate qualifications related to Education (desirable)
* Current motor vehicle licence

**Experience**

* Significant experience in a curriculum leadership position
* Significant experience managing curriculum implementation and change management
* Experience at senior leadership level within a Catholic school (desirable)

**Knowledge, skills and abilities**

* High level of emotional maturity/intelligence and the ability to lead from a range of positions/situations
* High level knowledge of Professional Learning Communities, Response to Intervention and School Wide Positive Support strategies
* High level knowledge and understanding of curriculum and pedagogy.
* High level capability for complex decision making and able to make sound judgements
* Ability to embed child safe practices into all aspects of this role
* Ability to relate, influence and communicate to a wide range of people and professions.
* Ability to plan, think and act strategically
* Ability to use data to inform decision making
* Ability to resolve complex problems and matters of conflict.

**Key selection criteria**