## POSITION DESCRIPTION

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### Catholic Education Office, Diocese of Ballarat

**POSITION TITLE: Education Officer: Wellbeing (Primary)**

**REMUNERATION SCALE: Within the Education Officer Range: $104,729 to $122,676 pa**

**REPORTS TO: Leader: Wellbeing**

**FULL TIME EQUIVALENT: 1.0**

**CLASSIFICATION: Three year contract**

**LOCATION: Ballarat**

**AUTHORISED BY: Director of Catholic Education**

**DATE: October 2019**

**Primary Objective**

* To support the ethos, values and mission of Catholic education.
* To support schools with the identification and implementation of evidence-based strategies that will lead to improved wellbeing outcomes for all students
* To provide informed and professional support to staff in primary schools for all aspects of primary school wellbeing.
* To assist school leadership teams in interpreting student wellbeing or behaviour data that may directly support or help shape the school’s future improvement agenda.
* To work as a member of a cohesive and collaborative Wellbeing Team focussed on improving outcomes for all students
* To work collaboratively with Educational Consultants and other Education Officers to facilitate the provision of comprehensive and integrated services to schools

**Accountability**

The Education Officer: Wellbeing (Primary) is accountable to the Leader Wellbeing

**Delegations**

The Director of Catholic Education (who is also the Chief Executive Officer of DOBCEL) acts:

* with a delegation from the Bishop in the organisational, administrative, support and service matters related to all 64 Catholic schools within the Diocese.
* with a delegation from the Diocese of Ballarat Catholic Education Limited (DOBCEL) in the leadership, oversight and management of DOBCEL Schools and CEOB, the appointment, supervision and performance management of Principals of DOBCEL schools and CEOB staff.

Delegations to other staff within the Catholic Education Office are defined in the relevant DOBCEL or CEOB policy, procedure or role specification and should be observed at all times.

**Job Environment**

The Education Officer: Wellbeing acts within the authority of the Director of Catholic Education and is responsible to him/her for:

* assisting schools in the documentation, implementation, evaluation of a range of wellbeing practices;
* assisting schools in the development of curriculum documentation and implementation;
* engaging in wellbeing coaching for school-based leaders;
* supporting school-based personnel through professional mentoring;
* liaising with professional development providers and Education Services Team personnel to coordinate professional development activities that are responsive to school needs and the educational vision of the Ballarat Diocese; and
* actively facilitating learning for the Education Services Team in the areas of the provision of wellbeing.

**Key Selection Criteria**

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**Qualifications**

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

**Experience**

* Experience in a wellbeing leadership or co-ordinator role in a school.
* Experience managing curriculum implementation and change management

**Knowledge, skills and abilities**

* High level of emotional maturity/intelligence and the ability to lead from a range of positions/situations
* **Knowledge of wellbeing frameworks, practices and resources**
* Knowledge of Professional Learning Communities, Response to Intervention and School Wide Positive Support strategies
* Knowledge and understanding of curriculum and pedagogy.
* Capable to make decisions and sound judgements
* 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 Responsibilities**

* Support the ethos, values and mission of Catholic education.
* Work with the Leader Wellbeing and other team members to implement the wellbeing framework
* Identify wellbeing resources and initiatives that are available to Catholic schools in the Diocese of Ballarat.
* To work as a member of a cohesive and collaborative Improvement Team focussed on improving outcomes for all students
* Understanding child safety policies and procedures in an education context.

**Key Relationships**

* Assistant Director: System Improvement
* Leader Wellbeing
* Member of the CEOB Education Services Team
* Member of the CEOB Wellbeing Team