## POSITION DESCRIPTION

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### Catholic Education Office, Diocese of Ballarat

**POSITION TITLE: Education Officer: Languages**

**REMUNERATION SCALE:**

**REPORTS TO: Leader: Learning and Teaching**

**FULL TIME EQUIVALENT: 1.0**

**CLASSIFICATION: Three year contract**

**LOCATION: Ballarat**

**AUTHORISED BY: Director of Catholic Education**

**DATE: October 2019**

**Primary Objective**

To work within the Catholic Education Office to oversee and to partner with schools in the implementation of the 2020-2022 Languages Strategy Plan.

**Accountability**

The Education Officer: Languages is accountable to the Leader Learning and Teaching**.**

**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: Languages 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 learning and teaching practices;
* assisting schools in the development of curriculum documentation and implementation;
* engaging in 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 quality learning and teaching practices.

**Key Selection Criteria**

Demonstrated

* understanding of system-wide initiatives
* commitment to build on initiatives from previous CECV/CEOB Languages Strategies
* strong leadership and interpersonal skills
* experience, understanding and knowledge of contemporary methodologies and approaches to Languages teaching
* ability to design, develop and lead significant change initiatives
* ability to make strategic links across Languages and other learning areas
* ability to advise schools on contemporary assessment practices

**Key Responsibilities**

1. Strong commitment to and support of the Catholic ethos as expressed through the ministry of Catholic education
2. Monitor Diocesan Annual Action Plan for the implementation of the CEOB/CECV Languages Strategy.
3. Convene and lead the CEOB Languages Working Party.
4. Provide leadership and support for the CEOB Languages Leaders.
5. Actively support professional learning teams of Languages teachers
6. Liaise with professional development providers to deliver extended professional learning opportunities in line with the CECV/CEOB Languages Strategy.
7. Manage the Languages budget.

**Key Relationships**

* Leader Learning and Teaching
* Member of the CEOB Education Services Team
* Member of the CEOB Secondary Team
* CECV Languages Working Party
* CEOB Languages Working Party