



ROLE DESCRIPTION

Position Details

Title:	Education Consultant – Primary Schools in the Central Zone
Reports to:	Assistant Director: System Improvement
Office Location (primary)	Catholic Education Office Ballarat

Organisational Context

The Catholic Education Office Ballarat (CEOB) is a community of staff gathered in Jesus' name to establish a clear vision to guide the Catholic education community now and into the future. Catholic Education in the Diocese of Ballarat has its foundation in communities of believers who have made their education system a place of welcome and who reach out to nurture all God's people.

All employees are invited to build upon this foundational belief through the personal expression of their work and by demonstrating a commitment towards helping to achieve the Vision and Mission of the Diocesan Education Community.

OUR VISION

As partners in Catholic education and open to God's presence, we pursue fullness of life for all.

OUR MISSION

We journey towards this vision through:

- proclaiming and witnessing the Good News of Jesus Christ;
- ensuring quality learning that promotes excellence and fosters the authentic human development of all;
- living justly in the world, in relationship with each other and in harmony with God's creation;
- exploring, deepening and expressing our Catholic identity in diverse ways;
- enabling each one of us to reflect more fully in the image of God.

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.

Purpose of the Role

The Education Consultant will work with diocesan principals to ensure strong and shared leadership in partnership with the Catholic Education Office.

The primary purpose of the Education Consultant is to act as a resource to support principals in their achievement of strategic and operational objectives including:

- actively promoting the Catholic identity of schools;
- responding effectively to advice sought by principals, parish priests, canonical administrators and congregational leaders in the leadership of Catholic schools;
- the provision of timely advice, information and direction on strategic and operational matters;
- assisting in the development and implementation of improvement plans that focus on improving student outcomes;
- responding to and effectively managing community concerns regarding school performance and operations;
- developing strategic plans to support education that promotes continuous school improvement;
- enhancing and promoting principal and staff wellbeing.

Key Responsibilities

In partnership with the principals, school governing authorities and the Assistant Director: System Improvement, the Education Consultant will:

Promote Catholic Identity

- model a deep understanding of faith and educational leadership;
- promote and emphasise the principles of Catholic social teaching;
- contribute to the development and implementation of a strategic vision for Catholic education;
- embed a culture which supports, promotes and values relationships.

Advice and Support

- provide support and advice to principals of key policies, procedures and guidelines;
- provide effective coaching and mentoring on all aspects of school management;
- support principals in the management of critical incidents and emergency response;
- provide support in responding to complaints/grievances in accordance with policy;
- assist principals with achieving compliance with all legislative, industry and regulatory requirements;
- support the formation and development of school advisory councils;
- advise on appropriate change management processes.

Human Resources support

- provide advice on professional learning and development;
- provide support to principals on staff selection, performance appraisal and staff management matters;
- act as the Director's nominee in the principal selection and appointment process;
- participate in and/or lead the review process for principals;
- support induction and professional growth of principals;
- promote the enhancement of principal and staff wellbeing initiatives;
- support formation programs for leadership teams, principals, deputy principals and school advisory councils.

School and System Improvement support

- provide educational leadership to schools and regional networks in the development of strategies for enhancing learning outcomes for students;
- assist with planning, implementation and evaluation of system-wide learning, teaching and assessment programs;
- assist in the development of policies that target improvement in student achievement;
- undertake research on evidence-based practices and professional learning to support schools to develop learning strategies;
- collect, analyse and interpret data and contextual information as part of system-wide approaches to reporting, accountability and planning for improvement;
- support school leaders where information indicates that students are not demonstrating expected or appropriate improvements;
- reference effective learning and teaching practices and educational innovation;
- assist in the school improvement review, validation and planning processes;
- provide analysis of and response to school culture and student performance data;
- support schools in their ongoing development of professional learning communities.

Other

Carry out all other duties that are within the limits of the employee's skill, ability, competence and training, and the requirements of the role as may be directed from time to time.

Partnering and Communication

The Education Consultant will ensure effective networks of communication are established and maintained to:

- promote a culture of collaboration and sharing;
- ensure the Catholic Education Office staff is informed of any matters requiring support or attention;
- ensure schools are provided with high-quality integrated support in response to identified needs;
- facilitate effective working relationships between schools and the Catholic Education Office;
- support and advise principals, parish priests and school governing authorities as required;
- build leadership capacity in schools;
- support school advisory councils as required;
- communicate with other service areas within the CEO to ensure effective relationships with schools are maintained.

Performance and Professional Development

The Education Consultant will:

- participate in regular conversations with and take direction from the Assistant Director: System Improvement;
- participant in regular team meetings and committee meetings as required;
- model appropriate language and behaviour at all times when representing the Catholic Education Office;
- be committed to continuous professional learning;
- develop and deliver systemic professional learning as required;
- complete all mandatory training as required by Catholic Education Office Ballarat.

Occupational Health and Safety

CEOB must provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable. To achieve this all CEOB employees must, so far as is reasonably practicable:

- take reasonable care for their own health and safety;
- take reasonable care for the health and safety of others who may be affected by their acts or omissions;
- cooperate with anything the CEOB does to comply with OHS requirements;
- neither 'intentionally nor recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare;
- report all injuries, accidents, incidents or unsafe conditions in the workplace;
- work constructively and co-operatively and consult with elected Health and Safety Representatives in regard to workplace OH&S changes and issues;
- undertake all work activities in a manner that ensures the workplace is free from harassment, bullying and discrimination and supports workplace diversity.

Safeguarding of Children and Young People

The Catholic Diocese of Ballarat is committed to providing a safe environment for people of all ages, with special concern for children and young people. The Education Consultant must:

- adhere to the DOBCEL Safeguarding Children and Young People Code of Conduct
- have a demonstrated understanding of and commitment to all aspects of child safety legislative requirements including, but not limited to, Ministerial Order 870;
- maintain knowledge of the mandatory requirements and professional standards associated with the safeguarding of children and take appropriate action when required;
- comply with all DOBCEL and Catholic Education Commission of Victoria (CECV) child safeguarding policies and practices;
- complete as a minimum, all mandatory competencies/training.

Skills and Capabilities

To be successful in this role the Education Consultant needs to have the following skills and capabilities:

- competence in the analysis and interpretation of data;
- effective facilitation skills for the provision of adult learning and formation;
- high level experience in working strategically to bring improvement, innovation and change to the quality of educational outcomes;
- experience in and excellent ability to work across a range of school settings
- ability to work with principals to build their capacity as Religious Leaders and Leaders of Learning;
- ability to develop the capacity of school leadership teams;
- skills in coaching, mentoring, communication, relationship building, and conflict resolution.

Mandatory Requirements

- A deep understanding of and commitment to the ministry of leadership in Catholic education and the ability to foster the leadership capabilities of others.
- A deep understanding of and commitment to enhancing Catholic school identity.
- A strong understanding of and ability to articulate the Church's mission in Catholic education.
- An understanding of school effectiveness, school improvement, school review and compliance.
- An understanding of change management processes.
- Tertiary qualifications in education and post-graduate qualifications in education, Religious Education, leadership and/or theology
- Current VIT registration
- Current Victorian Driver's License

Key Selection Criteria

1. **Vision and Mission**

A demonstrated deep understanding of and commitment to the ministry of leadership in Catholic education and the ability to foster the leadership capabilities of others.

2. **Catholic Social Culture**

Understanding or demonstrated ability to foster and grow the Catholic culture of the school, work with staff to develop and implement a sound Religious Education program, and provide faith leadership through personal example.

3. **Community Engagement**

Understanding of and/or demonstrated ability to develop positive relationships with staff, students, parents/caregivers, families, parish, the diocesan education community and the wider community.

4. **Leadership and Stewardship**

- i) Demonstrated understanding of shared leadership in a learning community. This includes skills and understanding to lead innovation and change to produce and implement clear, evidence-based improvement plans and policies.
- ii) Demonstrated ability to select, support and develop staff through regular monitoring, performance reviews, professional learning and enacting effective employee relations.
- iii) Demonstrated understanding of and/or ability to maintain the school's physical and financial resources in order to improve student learning outcomes.

5. **Learning and Teaching**

Demonstrated ability to:

- i) Create a professional learning community that is focused on the positive culture of challenge, support and collaboration and continuous improvement of learning and teaching.
- ii) Support all staff to achieve high standards and commitment to their own learning.
- lii) Analyse student data on Catholic identity, academic performance, behaviour, and wellbeing to enhance learning outcomes.

6. **Wellbeing**

Demonstrated understanding of the importance of creating a safe school environment which supports the needs of staff and students, with a particular focus on social, emotional and behavioural support.