

# EDUCATION CONSULTANT: MID-NORTH ZONE INFORMATION PACK

DIOCESE  
OF  
BALLARAT  
CATHOLIC  
EDUCATION  
LIMITED



Applications for the Education Consultant: Mid-North Zone role will open in early 2022 and will be announced on the [Catholic Education Ballarat Vacancies page](#) on the DOBCEL website.

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# ABOUT DIOCESE OF BALLARAT CATHOLIC EDUCATION LIMITED (DOBCEL)

Diocese of Ballarat Catholic Education Limited (DOBCEL) is the company established by the Bishop of Ballarat as the governing body for schools in the Ballarat Diocese. DOBCEL was established to fulfill the following objectives:

- ensure consistency and professionalism of governance for parish schools;
- ensure the continued pastoral ministry of Priests in parish schools;
- allow the ongoing engagement of parish and local communities;
- ensure effective and transparent stewardship of education resources;
- allow the Diocese of Ballarat to address Recommendation 16.6 of the Royal Commission (that Parish Priests are not the employers of Principals and Teachers in Catholic schools);
- allow Catholic education authorities to meet the Victorian Government's requirement for organisations that receive government funding (including schools) to be governed by incorporated legal entities.

The Diocese of Ballarat extends across Western Victoria from the Murray River to the Southern Ocean. Almost 18,000 students attend 52 primary schools, one Foundation to Year 8 school, and 11 secondary schools – 64 schools in total. Schools are located in a diverse range of locations from small rural settings to large regional centres.

On 1 January 2021, DOBCEL assumed governance of 56 of the schools in the Diocese of Ballarat, and will welcome Damascus College, Mount Clear and St Francis Xavier Primary School, Ballarat East in 2022. The remaining six schools and colleges are governed by Religious Institutes or Ministerial Public Juridic Persons.

DOBCEL partners with all schools in the Diocese to promote Catholic identity, deliver quality learning, enable effective stewardship and nurture respectful and trusting relationships with the community.

## ABOUT CATHOLIC EDUCATION BALLARAT (CEB)

As the administrative arm of DOBCEL, the role of Catholic Education Ballarat (CEB) is to provide support, service and leadership to Catholic Primary and Secondary schools in the Diocese of Ballarat. We seek to engage with and influence the people who make a difference in schools. Our central purpose is to build capacity in Principals, Leaders, Teachers and Students to ensure the continuing development and growth of individuals.

CEB has offices in Ballarat, Mildura, Horsham, Swan Hill and Warrnambool.



# ORGANISATIONAL TRADITION AND CONTEXT

Diocese of Ballarat Catholic Education Limited (DOBCEL) is a company limited by guarantee, created to govern 58 schools located across Western Victoria. DOBCEL and its administrative arm, Catholic Education Ballarat (CEB) work together to support the leadership of Catholic Primary and Secondary schools, to promote Catholic identity, to deliver quality learning, provide effective stewardship and nurture respectful and trusting relationships with the community.

The Executive Director of Catholic Education Ballarat acts with a delegation from the Bishop of Ballarat to organise, administer, support and service all matters related to DOBCEL Schools and Catholic Education Ballarat.

## 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 the image of God.





# IMPORTANT INFORMATION ABOUT THIS UPCOMING OPPORTUNITY

Applications for the Education Consultant: Mid-North Zone role will open in early 2022 and will be announced on the [Catholic Education Ballarat Vacancies page](#) on the DOBCEL website.

The Education Consultant: Mid-North Zone role will support primary schools in this new geographical zone – an [interactive map of schools in the diocese](#) is available on the DOBCEL website. Specific geographic boundaries will be confirmed in early 2022.

The role will commence in Term 2, 2022.

This information pack will be updated early in 2022 when applications open. In the meantime, enquiries may be directed to:

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## ROLE PURPOSE

The Education Consultant will work as a leader and professional partner with School Principals to ensure strong and shared leadership. The primary purpose of the Education Consultant is to:

- lead, support and provide advice on strategic and operational matters;
- assist in developing whole-school operational plans focused on improving student outcomes;
- support the effective engagement and assist in appropriately responding to the needs of the school community;
- provide guidance on the effective use of data to drive continuous school improvement to address educational needs;
- provide leadership to enhance professional relationships and promote wellbeing;
- respond effectively to advice sought by Parish Priests, Principals, school leadership and team members.

## KEY RESPONSIBILITIES

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing organisational needs.

Under the direction of the Deputy Director: Catholic Education, this role will:

### 1. PROMOTE CATHOLIC IDENTITY

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





## 2. PROVIDE LEADERSHIP

- provide leadership to School Principals;
- provide support and advice about key DOBCEL policies, procedures and guidelines;
- provide effective coaching and mentoring on aspects of school organisation, management and stewardship of resources;
- support school leaders where information indicates that students are not demonstrating expected or appropriate standards;
- provide analysis of and response to school culture and student performance data;
- support Principals and schools in the management of critical incidents and emergencies;
- provide support in responding to complaints/grievances;
- engage with schools as a participant/member of school advisory councils (or equivalent) where appropriate;
- support Principals with achieving compliance with all legislative, industry and regulatory requirements;
- support the formation and development of school advisory councils (or equivalent);
- advise on appropriate change management processes;
- provide advice on professional learning and development;
- act as the Executive Director's nominee in Principal appointment processes;
- participate 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 (or equivalent);
- support schools in the implementation of school improvement processes.

## 3. SUPPORT LEARNING & TEACHING

- 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 learning, teaching and assessment programs;
- assist in the development of policies that target improvements in student achievement;
- undertake research on evidence-based practices and professional learning to support schools;
- collect, analyse and interpret data and contextual information as part of system-wide approach to reporting, accountability and planning for improvement;
- research and help develop policies and procedures for school improvement.



## SKILLS AND CAPABILITIES

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

- ability to undertake analysis and interpret data;
- facilitate effective adult learning and formation;
- high level strategic planning and change management;
- ability to work across a range of school settings;
- ability to work with Principals to build their capacity as Religious and Learning Leaders;
- ability to work with Principals and school leaders to develop their critical thinking and reflective skills;
- outstanding communication to facilitate effective coaching, relationship building, and conflict resolution processes.

## MANDATORY REQUIREMENTS

The following are requirements for this position:

- a commitment to work within and align to the DOBCEL Vision and Mission;
- tertiary qualifications in education and post-graduate qualifications in education, Religious Education, leadership and/or theology;
- a deep understanding of school effectiveness, improvement/review processes;
- a deep understanding of and ability to foster the leadership capabilities of Principals;
- a deep understanding of Catholic school identity and the ability to articulate the Church's mission in Catholic education;
- hold a current Victorian Institute of Teaching (VIT) registration;
- hold a current National Police Check;
- hold a current Victorian Driver's Licence.





# KEY SELECTION CRITERIA

## 1. VISION AND MISSION

- Understanding and demonstrated ability to articulate the DOBCEL Vision and Mission with the ability to embed these seamlessly into strategic and operational priorities for schools.

## 2. CATHOLIC SCHOOL CULTURE

- Demonstrated ability to foster and grow the Catholic culture of schools, including working with Principals and staff to develop faith based leadership through personal example.

## 3. COMMUNITY ENGAGEMENT

- Understanding and/or demonstrated ability to develop positive relationships with staff, students, parents/carers, families, Parish, the Ballarat Diocesan Catholic education community.

## 4. LEADERSHIP AND STEWARDSHIP

- Demonstrated understanding of shared leadership in a learning community.
- The ability to lead innovation and change via clear, evidence-based improvement plans.
- Demonstrated ability to develop staff through regular coaching, performance reviews, professional learning plans.
- Demonstrated understanding and/or ability to give advice and direction on the stewardship of resources.

## 5. LEARNING AND TEACHING

- Demonstrated ability to create a professional learning community of Principals and school staff that is focused on support, collaboration and continuous improvement of learning and teaching.
- An ability to analyse student data and provide leadership to School Principals on enhancing 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 Principals.



# RESPONSIBILITIES OF ALL CATHOLIC EDUCATION BALLARAT EMPLOYEES

## 1. SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE

*All DOBCEL employees must:*

- read and conduct themselves in accordance with the DOBCEL Safeguarding Children and Young People Code of Conduct;
- read, and conduct themselves in accordance with, the CECV Commitment to Child Safety;
- take all appropriate action to reasonably protect children and young people, including being aware of all mandatory reporting obligations.

## 2. HEALTH AND SAFETY

*DOBCEL is committed to providing a work environment that is safe and free of risks to health.*

To achieve this all employees must:

- take reasonable care for their own health and safety and the safety of others;
- provide all relevant information regarding any medical condition that may require Emergency Services to be called; or could impact on their ability to perform their duties;
- not intentionally or recklessly interfere with or misuse anything provided at the workplace;
- report all hazards and incidents as required.

## 3. PARTNERING AND COMMUNICATION

*All employees have a responsibility to demonstrate positive and effective communication:*

- promote a culture of partnering and collaboration;
- ensure appropriate and professional language is demonstrated in every interaction;
- provide timely support to maintain teamwork;
- maintain effective and professional relationships with all internal and external stakeholder.

## 4. PERFORMANCE AND PROFESSIONAL DEVELOPMENT

*All employees have a responsibility to undertake continuous professional development including:*

- participating in regular team meetings as required;
- developing individual action & development plans aligned to organisational and role priorities;
- participate in performance review processes;
- completing all mandatory training required as an employee of DOBCEL;
- comply with all expected professional expectations and codes of conduct as outlined by DOBCEL or the relevant regulatory and professional body;
- continuously update knowledge appropriate to the role.

## 5. POLICY

- All employees are expected to comply with and demonstrate a positive commitment toward upholding all DOBCEL policies, procedures, and work instructions.

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