

EDUCATION CONSULTANT: SECONDARY SCHOOLS INFORMATION GUIDE

DIOCESE
OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



Catholic Education Ballarat Contacts:

Michael Trainor
Manager: Human Resources
M 0436 460 275

Dr. Sandra Harvey
Assistant Director: System Improvement
P 03 5337 7148

Applications close: 9am on Monday 16 August, 2021
Commencement date: January 2022

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.

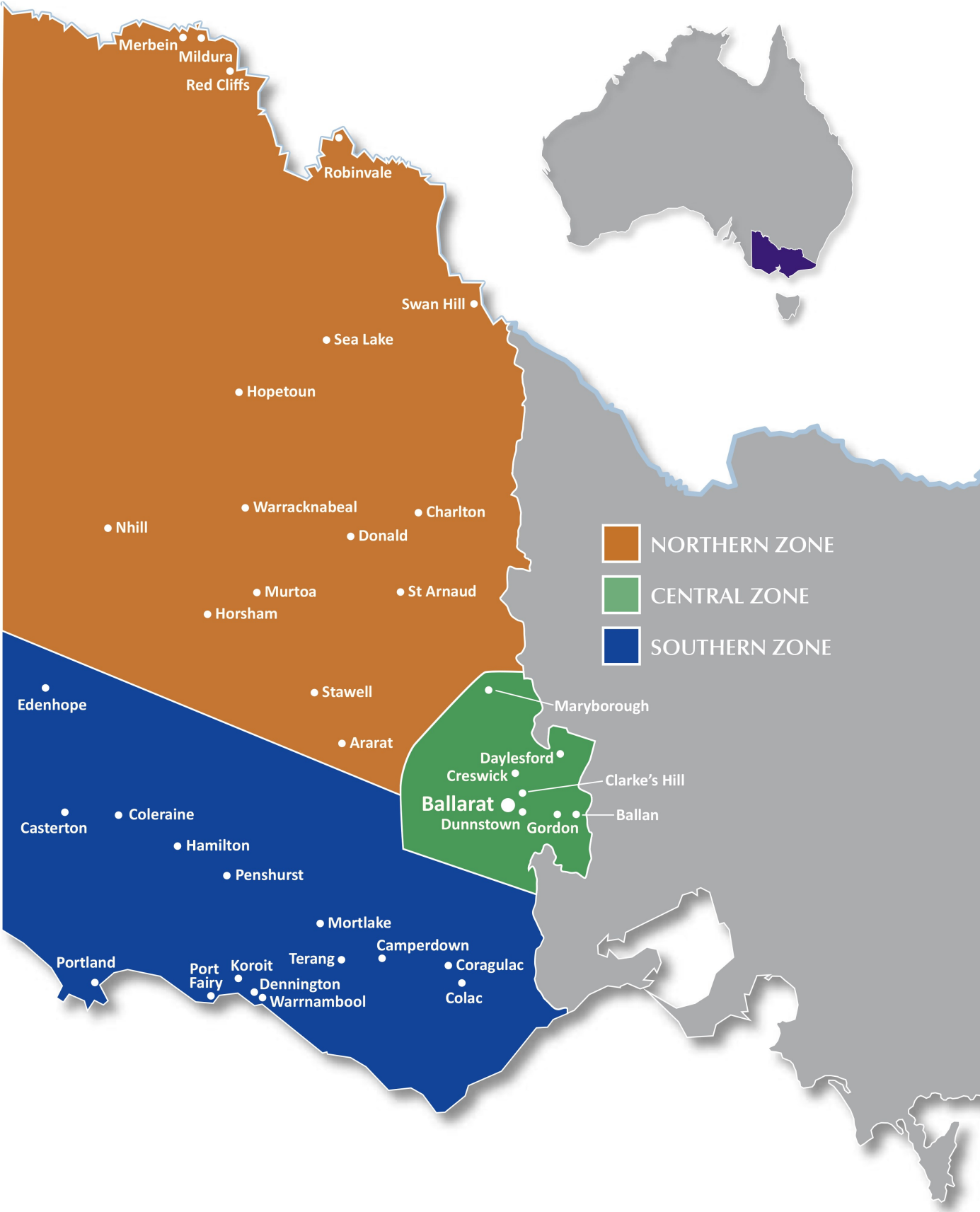
DOBCEL partners with all schools in the Diocese to promote Catholic identity, deliver quality learning, enable effective stewardship and nurture respectful and trusting relationships with the community.

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.

THE DIOCESE OF BALLARAT



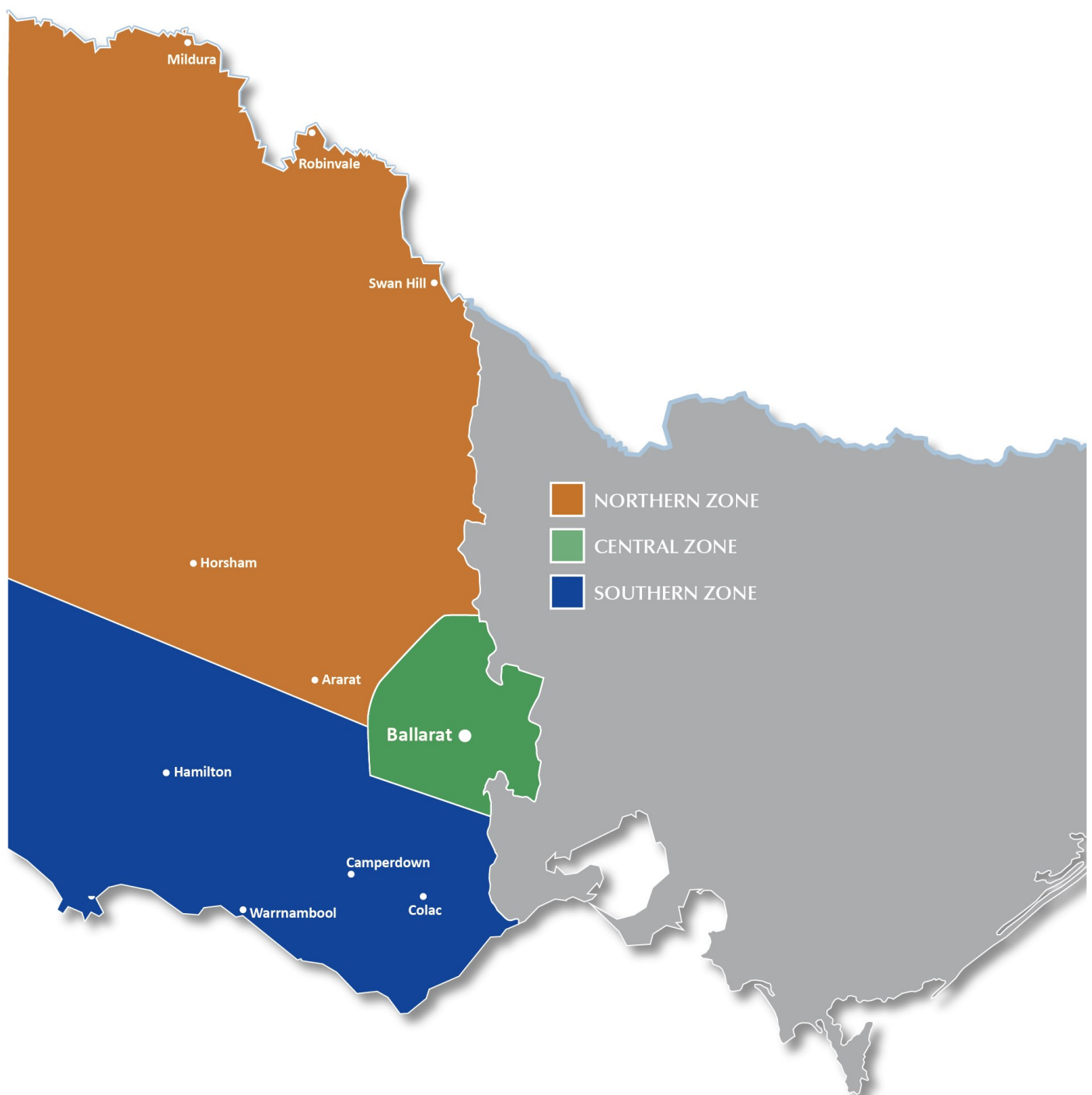
SECONDARY SCHOOLS IN THE DIOCESE

DOBCEL SCHOOLS

- Mercy Regional College, Camperdown
- Trinity College, Colac
- St Brigid's College, Horsham
- St Mary's School, Robinvale (P-8)
- St Mary MacKillop College, Swan Hill

RELIGIOUS INSTITUTE/PUBLIC JURIDICAL PERSON (RI/PJP) SCHOOLS

- Marian College, Ararat
- Loreto College, Ballarat
- St Patrick's College, Ballarat
- Damascus College, Ballarat
- Monivae College, Hamilton
- St Joseph's College, Mildura
- Emmanuel College, 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.

PURPOSE

The Education Consultant will work as a leader and professional partner with Secondary 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 effective engagement and assist in appropriate responses 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 Assistant Director: System Improvement this role will:

PROMOTE CATHOLIC IDENTITY

The Educational Consultant actively and collaboratively embeds the DOBCEL vision and mission, influencing change through the lens of Catholic faith and tradition by:

- modelling a deep understanding of faith and educational leadership;
- promoting and emphasising the principles of Catholic Social Teaching;
- contributing to the implementation of a strategic vision for Catholic education;
- embedding a culture which supports, promotes and values relationships.

PROVIDE LEADERSHIP TO SECONDARY SCHOOLS

The Education Consultant will:

- provide leadership to Secondary 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.

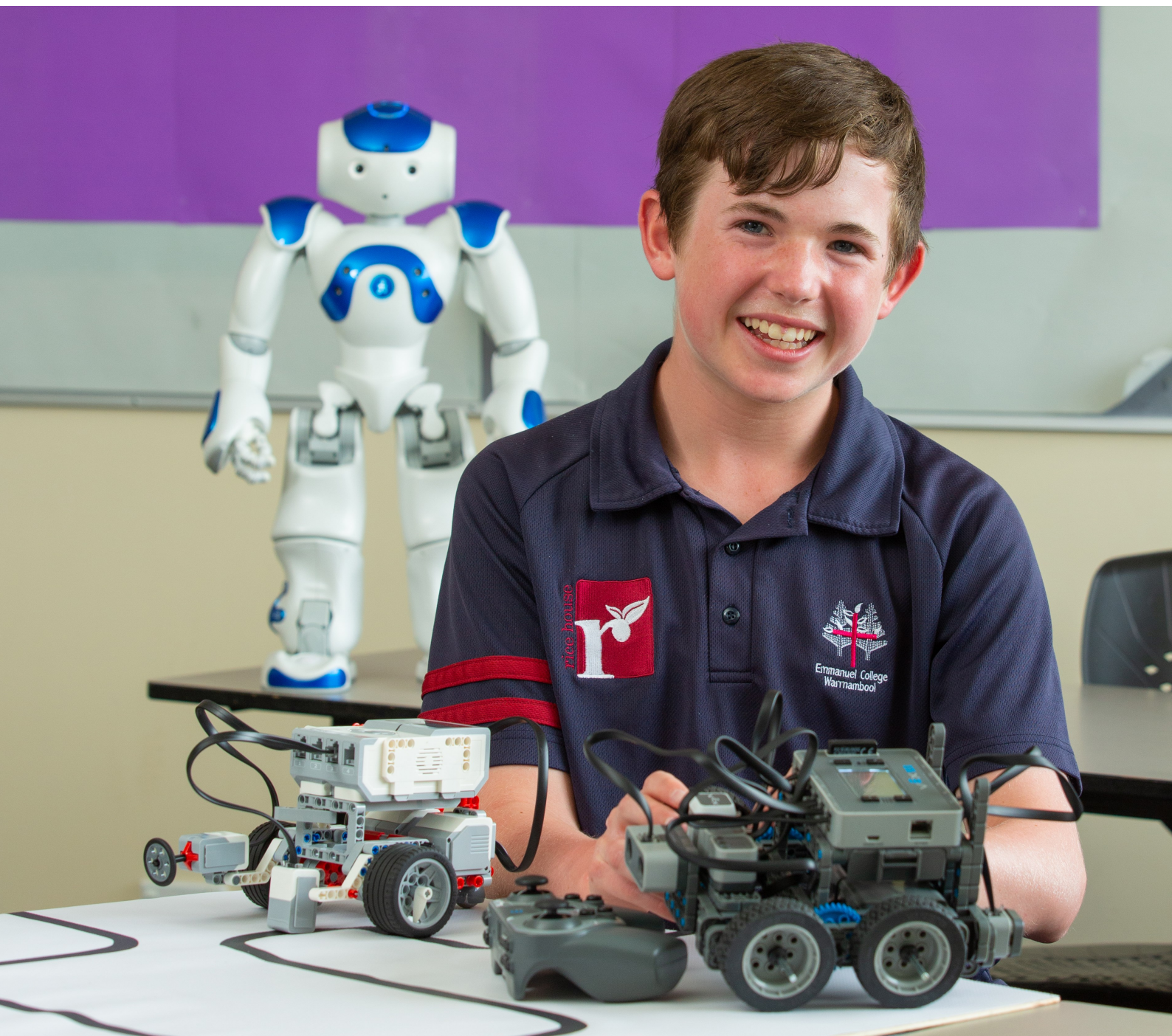
SYSTEM IMPROVEMENT

The Educational Consultant will:

- 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.

OTHER DUTIES

Carry out all other duties within the limits of current ability and competence, as may be directed from time-to-time.



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;
- ability to 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 skills 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 current Victorian Institute of Teaching (VIT) registration;
- hold a current National Police Check;
- hold a current Victorian Driver's Licence.



RESPONSIBILITIES OF ALL CATHOLIC EDUCATION BALLARAT EMPLOYEES

SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE

All DOBCEL employees must:

- 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.

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 about any medical condition that may require Emergency Services to be called; or that 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.

PARTNERING AND COMMUNICATION

All employees have a responsibility to demonstrate positive and effective communication.

To achieve this all employees must:

- 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 stakeholders.

PERFORMANCE AND PROFESSIONAL DEVELOPMENT

All employees have a responsibility to undertake continuous professional development.

To achieve this all employees must:

- participate in regular team meetings as required;
- develop individual action and development plans, aligned to organisational and role priorities;
- participate in performance review processes;
- complete 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.

POLICY

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

KEY SELECTION CRITERIA

Selection criteria are designed to help make the most accurate match between the requirements of a position and the skills of an applicant. As part of the application, a written response to the selection criteria is required. The written response should be no more than 4 (A4) pages in length using a font size of 12 pt., with 1.5 line spacing. Six selection criteria have been developed based on the key aspects of schooling as outlined in the Ballarat Diocesan School Improvement Framework. The following six selection criteria must be addressed:

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.

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.

COMMUNITY ENGAGEMENT

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

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.

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.

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.

APPLICATION PROCEDURE

Applications must include:

1. Completed CEB Application Form (available on the DOBCEL website under Catholic Education Ballarat page)
2. Professional Curriculum Vitae including employment history (no more than 4 pages);
3. Response to the key selection criteria of no more than 4 pages.

Applicants must also ensure they meet the requirements for the role as outlined in the Role Description.

COMMUNICATION

Your application will be acknowledged within 2 days of being received. You will be informed of the progress of your application within 7 days of the application closing date.

Enquiries can be directed to:

Mr. Michael Trainor

Manager: Human Resources

03 5337 7109

Applications close 9am on Monday 16 August 2021.

SELECTION AND APPOINTMENT

The selection and appointment of CEB employees is conducted according to DOBCEL policy.

All proceedings of the selection panel shall be strictly confidential and no information gained from applicants shall be divulged to any person or organisation outside the selection panel or the Executive Director.

SUITABILITY AND ELIGIBILITY

All applications will be reviewed for suitability by the Executive Director of Catholic Education Ballarat prior to being eligible for selection for interview by the panel. This review includes, but is not limited to the assessment of the applicant's:

- demonstrated skills and experience as outlined in the Curriculum Vitae;
- personal alignment to the requirements of the Education Consultant role as outlined in the role description;
- response to the key selection criteria;
- responses to the screening questions provided on the application form.

SELECTION PANEL

The selection panel may comprise of the following people subject to availability:

- Executive Director, Catholic Education Ballarat
- Assistant Director: System Improvement
- Education or Principal Consultant from CEB or the Catholic setting
- Experienced DOBCEL Principal

REFERENCES

The selection panel has an obligation to obtain credible information about the applicant in order to make an informed decision. A minimum of three professional (3) referees must be provided with your application and we request that you inform your referees that they may be contacted. If further references are required, a member of the interview panel will contact you.

Completed reference checks will be held with an application until the end of the current year, at which time they will be destroyed or kept on the successful employee's file.

In seeking referee information, confidentiality and sensitivity to the particular situation of the applicant are carefully observed.

CONTRACTS, TERMS AND CONDITIONS

Contract Term:

This is a contracted position for five (5) years. Further contracts are at the sole discretion of the Executive Director, following a process of review and appraisal.

Vehicle:

This role will be provided with a fully maintained vehicle with full private use in accordance with Catholic Education Ballarat Policy.

Relocation Costs:

The successful person will be financially supported to relocate in accordance with DOBCEL policy.

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5 Lyons Street South, Ballarat

P 03 5337 7135 | E execdirector@dobcel.catholic.edu.au | W dobcel.catholic.edu.au