

Role Description

DIOCESE
OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



CATHOLIC EDUCATION BALLARAT

POSITION TITLE: Education Officer: Learning and Teaching (Secondary)

TEAM LEADER: Leader: Learning and Teaching

TEAM: Learning and Teaching

CLASSIFICATION: Education Officer

DATE: March 2025

Organisational Tradition and Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) is the governing authority for 57 DOBCEL Primary and Secondary schools and provides support to a further 6 Diocesan Secondary Colleges across Western Victoria from the Murray to the sea.

At the heart of Catholic Education in the Diocese of Ballarat our focus is on educating the whole person and the fullness of life for all. All positions at DOBCEL have the opportunity for a meaningful career, contributing positively to school communities and the lives of our future generations.

Catholic Education Ballarat (CEB) is committed to the safety, wellbeing and protection of all children and young people in its care. DOBCEL is an equal opportunity employer. We value a diverse and inclusive workplace representative of the wider communities in which we operate.

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.

Role Purpose

The Education Officer (Secondary) will partner with schools to support the development and delivery of strategic system-wide initiatives and policies that enable Catholic school communities to create safe, inclusive and respectful learning environments to enhance the holistic wellbeing of students and their capacity to effectively engage in their learning.

This position will be part of the Learning and Teaching Team with the following major responsibilities:

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- Support schools with the identification and implementation of evidence-based practices that will lead to improved learning outcomes for all students.
- Assist individual school staff members or teams to plan and implement programs that will lead to improved learning outcomes.
- Work as a member of a cohesive and collaborative Learning & Teaching Team and Diocesan Catholic Education Team focussed on improving outcomes for all students.
- Partner with the Secondary Educational Consultant to facilitate the provision of a comprehensive and integrated service to schools.

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.

This key responsibilities of the role are:-

- Support schools in the implementation of all aspects of the Victorian Curriculum and ensure high quality learning and teaching that promotes excellence and fosters authentic human development.
- Partner with school leaders and Catholic Education Ballarat (CEB) colleagues to plan and implement school improvement and innovation in student learning.
- Remain abreast of current research, educational theory and best practice to ensure evidence-informed teaching and learning strategies and intervention programs are implemented with fidelity to ensure that each young person can achieve optimal growth across all dimensions of learning.
- Collaborate with schools in using a range of data to inform strategic educational decision making and planning.
- Design and facilitate network and school-level professional learning that is responsive to school and system needs.
- Facilitate and lead the Secondary Leaders of Learning Network.
- Guide and support Secondary Provisionally Registered Teachers to improve practice and meet requirements for VIT registration.
- Actively participate in CEB Teaching and Learning and Multidisciplinary Teams to develop strategies and resources to improve learning for students across all year levels.
- Represent the Diocese of Ballarat in diocesan, inter-diocesan and inter-sectoral committees and working parties as required.
- Commit to and promote the principles of Professional Learning Communities and Response to Intervention, partnering with CEB and School collaborative teams to develop high levels of systematic processes, protocols and practice.
- Partner collaboratively with CEB colleagues, school leaders and teachers to implement the CEB Improving Literacy in the Secondary Years Strategy.
- Collaborate with other dioceses and jurisdictions to develop, implement and strengthen school and system strategies to improve student learning.
- Carry out all other duties within the limits of the employee's skill, 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:

- In-depth knowledge of the Victorian curriculum.
- Experience with curriculum data collection and analysis.
- Experience as a Teaching and Learning/Curriculum leader.
- An understanding of project management and organisational change principles
- Strong attention to detail.
- Excellent communication skills.
- Demonstrated high measure of confidentiality and professionalism.
- Proven ability to use initiative and resolve problems.
- Demonstrated ability to operate as an effective team member.
- Ability to initiate quality improvement activities.
- Ability to be discreet and confidential with sensitive information.

Essential Requirements

The following are requirements for this position:

- A commitment to work within and align to the DOBCEL Vision and Mission.
- Demonstrated knowledge and understanding of the Victorian curriculum.
- Ability to develop and maintain effective and collegial relationships with all stakeholders.
- Demonstrated ability to remain solution-focused and maintain confidentiality at all times.
- Relevant academic qualifications.
- A commitment to work within and align to the DOBCEL Vision and Mission.
- Must hold or be prepared to undergo an employee Working with Children Check (if not VIT registered).
- Must hold or be prepared to undergo Victorian or National Police Check.
- 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 and the VCEA 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 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 as required.
- 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.