



ROLE DESCRIPTION

Position Details

Title:	Education Officer: RE (Primary)
Reports to:	Senior Education Officer RE
Classification	Education Officer 1
Office Location (primary)	Ballarat

Organisational Tradition and Context

The Catholic Education Office Ballarat (CEOB) is an interwoven community of people 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 the CEOB achieve its Vision and Mission.

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

In collaboration with School Principals and Religious Education Leaders of the Diocese, the Education Officer will provide leadership and support in the understanding and implementation of the Diocesan Religious Education curriculum (Awakenings).

The primary purpose of this role is to assist schools in the enhancement of their Catholic school identity through:

- supporting Religious Education leaders to implement the Awakenings Curriculum;
- mentoring Religious Education Leaders to coach teaching staff on how to embed the requirements of the Awakening curriculum;
- contributing to the quality and effectiveness of teaching through developing learning plans and pedagogical practices in schools;
- initiating, implementing and monitoring religious education professional learning experiences for staff;
- understanding and accepting the contributions of others in a multi-disciplinary and collaborative environment.

Key responsibilities

Under the direction of the Senior Education Officer, this role will:

1. Provide leadership and support in the ongoing implementation of the Religious Education Curriculum 'Awakenings';
2. Align leadership and support in the implementation of Awakenings to schools' strategic planning and annual action goals;
3. Facilitate diocesan professional learning opportunities as appropriate in the areas of theology and Religious Education;
4. Collaborate with the Deputy Director and Education Officer, ECSI regarding School Improvement in the Enhancement of Catholic School identity;
5. Participate as a member of the Catholic Identity and Mission team in the ongoing enhancement of Awakenings;
6. Be an active member of the Diocesan Education Team and collaborate with members of the Education Services Team; and participate in the professional development activities appropriate to these groups in alignment with the strategic directions of the diocesan education community;
7. Nurture one's ongoing personal faith formation and development and commit to ongoing professional learning in theology, religious education and pedagogy.

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 role will ensure effective networks of communication are established and maintained to:

- promote a culture of collaboration and sharing;
- 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, school staff, CEOB staff, and parish priests as required;
- participate as a member of the Catholic Identity and Mission team;
- be an active member of the Diocesan Education Team and collaborate with members of the Education Services Team.

Performance and Professional Development

The role will:

- participate in regular conversations with and take direction from the Deputy Director of Catholic Education Ballarat and Senior Education Officer RE;
- participate in professional development activities appropriate to the role and in alignment with the strategic directions of the diocesan education community;
- participant in regular team meetings and committees as required;
- model appropriate language and behaviour at all times when representing Catholic Education Ballarat;
- complete all mandatory training as required by the Catholic Education 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;
- do not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare.
- reporting all injuries, accidents, incidents or unsafe conditions in the workplace
- working 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.

As an employee of the Catholic Education Office you must:

- maintain your knowledge of the mandatory requirements and professional standards associated with the safeguarding of children and take appropriate action where required;
- complete as a minimum, all mandatory competencies/training;
- comply with the DOBCEL Child Safeguarding Code of Conduct
- comply with the DOBCEL Child Safe School Policy

Skills and capabilities

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

- Strong attention to detail
- Excellent communication skills
- High level competencies with Microsoft Office Suite
- Experience with the coordination and maintenance of databases
- The ability to be discreet and confidential with sensitive information.

Mandatory Requirements

- A commitment to the Vision and Mission of the Catholic Education Office Ballarat
- Sound understanding of and ability to articulate the Church's Mission in Catholic education
- Sound knowledge of inquiry based Religious Education teaching and learning and the Shared Christian Praxis methodology
- Experience in Religious Leadership in school or comparable setting, including staff mentoring and supervision
- Ability to support teachers to improve Religious Education teaching and learning
- Appropriate post-graduate qualifications in Religious Education and or Theology or willingness to undertake this study
- Competency in facilitation, professional learning, interpersonal and communication skills.
- Current Victorian Driver's License.