

Role Description

DIOCESE
OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



CATHOLIC EDUCATION BALLARAT

POSITION TITLE:	Education Officer: Aboriginal and Torres Strait Islander Education
TEAM LEADER:	Leader: Learning and Teaching
TEAM:	Learning and Teaching
DATE:	November 2023

Organisational Tradition and Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) is the governing authority for 58 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 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: Aboriginal and Torres Strait Islander Education will partner with schools, families and communities 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.

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

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 role will:

- partner with schools to develop learning programs, enhance and/or strengthen personalised support whilst recognising the cultural and linguistic diversity and educational needs of Aboriginal and Torres Strait Islander students;
- partner with schools to promote and where appropriate, be involved in, significant celebrations e.g. NAIDOC, National Reconciliation Week, etc. in order to foster whole school learning;
- partner with schools and Aboriginal communities and organisations to support and build culturally responsive learning environments;
- provide information and advice on accepted processes and cultural protocols for respectful interaction with local Aboriginal communities;
- develop school wide capacity for the design, implementation and integration of the Aboriginal and Torres Strait Islander Histories and Cultures cross curriculum priority;
- partner with schools to develop long-term strategies in relation to Aboriginal and Torres Strait Islander education, such as Reconciliation Action Plans, school policies, etc;
- partner with schools in implementing Child Safe Standard One, by creating culturally safe environments in which the diverse and unique identities and experiences of Aboriginal and Torres Strait Islander children and young people are respected and valued;
- assist with the administration of the Aboriginal and Torres Strait Islander Education Funding for the Ballarat Diocese and strengthening capacity of school staff in relation to the goal setting and accountability processes of this funding;
- provide support to Aboriginal and Torres Strait Islander Education Officers in schools;
- connect schools with local agencies and organisations that provide services for Aboriginal and Torres Strait Islander families;
- support schools with the identification and implementation of evidence-based practices that will lead to improved learning outcomes for all students;
- work as a member of a cohesive and collaborative Catholic Education Team and Catholic Education Ballarat Team focussed on improving outcomes for all students;
- assist individual school staff members or teams to plan and implement programs that will lead to improved learning outcomes;
- develop an understanding of, and commitment to, our diverse school communities in order to design and implement curriculum that is authentic and relevant to the needs of learners;
- partner with school and CEB colleagues to enact the high aspirations and strategies of School Improvement and facilitate the provision of a comprehensive and integrated service to schools;
- partner with schools to collaboratively analyse and apply evidence and data to inform strategic educational decision making and planning;
- co-design, coordinate and facilitate differentiated professional learning, responsive to school needs and anchored in the school community's aspirations for learners;

- 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;
- strengthen the teaching and leading capabilities of school-based personnel through coaching and mentoring;
- broker and support school-school partnerships;
- engage with curriculum research and the associated tools and resources;
- liaise with external professionals and agencies as required;

Skills and Capabilities

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

- Strong ability to build relationships and collaborate with stakeholders
- Ability to empower others and build leadership capabilities in others;
- strong attention to detail;
- excellent communication skills;
- ability to use initiative and problem solve;
- ability to work collaboratively and operate as an effective team member;
- ability to be discreet and confidential with sensitive information;

Essential Requirements

The following are requirements for this position:

- commitment to work within and align to the DOBCEL Vision and Mission;
- demonstrated high measure of confidentiality and professionalism;
- relevant Academic Qualifications;
- hold a current Victorian or National Police Check;
- hold current VIT registered registration;
- 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 and 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 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.