



POSITION TITLE	Education Officer - Digital Learning
CLASSIFICATION:	Education Officer
TEAM LEADER:	Leader Learning and Teaching
DATE:	July 2023

Organisational Tradition and Context

The Diocese of Ballarat Catholic Education Ltd. (DOBCEL) operates Schools in a diverse and geographically extensive diocese which covers the west of Victoria, extending from the Murray River in the North to the Southern Ocean in the South. The Diocese of Ballarat is a place of natural, communal and economic diversity and education occurs in interwoven communities of learners gathered in Jesus' name. It has its foundation in communities of believers who have made their education system a place of welcome to reach out to nurture all God's people. Generations of diocesan clergy, religious congregations and lay people have endeavored to establish the flourishing educational communities that exist today, with each school an expression of our foundational belief that we are all created in the image of a loving God.

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.

All DOBCEL employees

Will make a meaningful contribution to Catholic Education through their work and help DOBCEL achieve:

- safe and respectful workplace and learning cultures where all are empowered to flourish;
- inclusive communities of employees that are responsive to the needs of our time and context;
- an inspired approach to leading and serving Catholic Education communities;

- best practice in Catholic Education which promotes authentic human development;
- collaborative engagement between our parish, parent, student, and leadership communities;
- excellence in the governance and stewardship of DOBCEL resources.

Diocese of Ballarat Catholic Education Limited (DOBCEL)

DOBCEL is a company limited by guarantee created to govern nominated Catholic schools in the Diocese of Ballarat. The Executive Director of Catholic Education acts:

- with a delegation from the Bishop in the organisational, administrative, support and service matters related to DOBCEL Schools and DOBCEL Management;
- with a delegation from DOBCEL in the leadership, oversight and management of DOBCEL Schools and employees, including the appointment, supervision and performance management of all School Principal and DOBCEL Management employees;

Safeguarding of Children and Young People

DOBCEL is committed to providing a safe environment for people of all ages, with special concern for 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;
- read and maintain their knowledge of DOBCEL Child Safeguarding policies, procedures and reporting obligations;
- understand individual professional and behavioural expectations associated with the safeguarding of children and young people;
- take all appropriate action to reasonably protect children and young people;
- complete as a minimum, all mandatory competencies/training in understanding professional obligations in relation to the safeguarding of children and young people.

Purpose

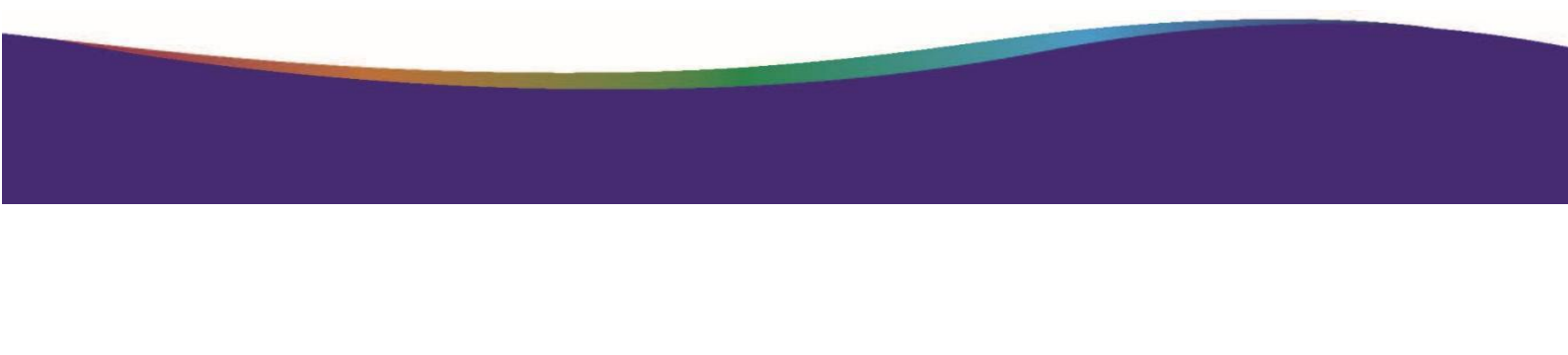
The Education Officer: Digital Learning will partner with schools to support the development and delivery of strategic system-wide initiatives and policies that enable Catholic school communities to create safe, inclusive and respectful learning environments to enhance the holistic wellbeing of students 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:

- 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 Educational Services Team and Diocesan Education Team focussed on improving outcomes for all students;
- partner with the Educational Consultants to facilitate the provision of a comprehensive and integrated service to schools.

Key Responsibilities

Under the direction of the Leader Learning and Teaching, this role will:

- 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;
 - 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;
 - participate in collegial professional learning in order to maintain up-to-date knowledge;
 - liaise with external professionals and agencies as required;
 - support the co-creation and curation of high-quality teaching and learning resources to be offered both synchronously and asynchronously;
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- partner with schools in digital literacies and the implementation of the Technologies curriculum and Digital Literacy general capability;
- facilitate diocesan-wide digital enrichment opportunities;
- manage learning management systems and provide professional learning in the use of these technologies;
- develop system-wide protocols for online learning and online instruction, based on best practice principles of adult learning;
- collaborate with CEB team members to maintain and develop digital solutions and platforms.

Other

- carry out all other duties within the limits of the employee’s skill, ability and competence, as may be directed from time to time;
- it is not the intention of this position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position;
- the accountabilities described within may be altered in accordance with the changing requirements of the role;
- the employee is expected to comply with and demonstrate a positive commitment to upholding all DOBCEL policies, procedures, and work instructions.

Partnering and Communication

All employees have a responsibility to ensure effective communication is maintained to:

- promote a culture of partnering and collaboration;
- as requested, represent the CEB on committees and working parties;
- ensure appropriate language and behaviour is demonstrated in every interaction;
- ensure timely support is offered and provided to identified needs;
- develop and maintain effective relationships with relevant internal and external stakeholders to build and enhance DOBCEL services;
- facilitate effective working relationships between DOBCEL schools and office employees;
- contribute towards creating a harmonious working environment and maintain effective team work and professional working relationships.

Performance and Professional Development

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



- participate in regular team meetings and committees as required;
- develop an individual development plan aligned to organisational and role priorities;
- participate in performance development and alignment conversations 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 professional body;
- demonstrate the need to continually develop new skills and update knowledge appropriate to the role.

Health and Safety

DOBCEL is committed to providing a work environment that is safe and free of risks to health, so far as is reasonably practicable. To achieve this all employees must:

- 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 DOBCEL does to comply with OHS requirements;
- comply with all DOBCEL *Safe Working Procedures* at all times;
- use appropriate *Personal Protective Equipment (PPE)* as required;
- periodically update their employer about any medical condition they have that:
 - is life threatening or may require Emergency Services to be called;
 - could impact on their ability to perform their duties;
- complete occupational health and safety training courses as required and participate in compliance briefings or inductions as directed;
- not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare;
- report all hazards (e.g. unsafe working conditions) and incidents (e.g. injuries, illnesses etc.) to their employer;
- work co-operatively and consult with Health and Safety Representatives to resolve workplace safety 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.

Skills and Capabilities

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

- knowledge of contemporary learning, particularly digital learning;
- experience with the Google and Microsoft education suites;
- certification as an Apple and/or Microsoft and/or Google educator;
- strong attention to detail;
- excellent communication skills;
- demonstrated high measure of confidentiality and professionalism;
- ability to use initiative and problem solve;
- ability to operate as an effective team member;
- ability to build leadership capacity in others;
- ability to be discreet and confidential with sensitive information;
- ability to work collaboratively and be agile and adaptive.

Key Selection Criteria

- in-depth knowledge of the Victorian curriculum, particularly the Technologies curriculum;
- experience with digital assessment tools, curriculum data collection and analysis;
- experience as a Teaching and Learning/Curriculum/Digital Technologies leader;
- experience in online course creation and LMS platforms;
- experience with a variety of online collaborative platforms and tools.

Mandatory Requirements

The following are requirements for this position:

- commitment to work within and align to the DOBCEL Vision and Mission;
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- 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.