

Role Description

POSITION TITLE:	Education Officer: Positive Behaviour Specialist
TEAM LEADER:	Leader: Wellbeing
TEAM:	Wellbeing
CLASSIFICATION:	Education Officer
DATE:	February 2025

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OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



CATHOLIC EDUCATION BALLARAT

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 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 Positive Behaviour Specialist will partner with schools to support the development and delivery of strategic system-wide initiatives and policies that enable DOBCEL Catholic school communities to create safe, inclusive and respectful learning environments to enhance the wellbeing of students and their capacity to effectively engage in their learning.

The Education Officer Positive Behaviour Specialist will:

- work intensively with schools dealing with complex cases of high intensity and high frequency behaviours of concern.
- engage with each of the specific teams within the Wellbeing Team to draw on relevant expertise
- build effective models of practice and related professional learning opportunities to support best practice responses to behaviours of concern within a multi-tiered system of supports.

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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.

With the focus on complex behaviours of concern, this role will:

- Plan, coordinate and monitor effective service provision, resource coordination and support to schools to meet the diverse behaviour-support needs of their students, (including functional behaviour assessment, behaviour support planning and intervention development/ implementation/ monitoring)
- Lead and coordinate professional development and support for schools in the understanding of and response to complex student behaviour to achieve positive outcomes for all students.
- Foster inter-agency cooperation to address the needs of students with complex behaviours.
- Provide evidence-based advice and support to principals and school leaders in the management and resolution of complex matters relating to Learning and Wellbeing policies and procedures.
- Provide appropriate resources to build the capability of principals to meet relevant legal and policy obligations and wellbeing needs, including child safety, school attendance, child protection, disability and cultural identity.
- Work collaboratively with the Wellbeing Team staff and the broader Catholic Education Team.

Skills and Capabilities

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

- Demonstrated successful experience working in a range of educational settings with a specific focus on student wellbeing, child/ adolescent health or related fields.
- Clear understanding of the Disability Discrimination Act and Disability Standards for Education and their implications for working in school settings.
- Demonstrated ability to collaborate with team members to design effective, evidence informed strategies and professional learning to strengthen practice, drive improvement and contribute to determining agreed outcomes/goals.
- Evidence of well-developed oral and written communication skills with an ability to use these to engage with stakeholders including, students, teachers, school leaders, carers and families, specialist services and community organisations to influence change and manage complex issues.
- Demonstrated ability to manage key areas of responsibility and lead teams to identify, implement and evaluate strategic priorities.
- Sound knowledge of the key principles underpinning Critical Incident Management along with evidence of operational capability.

Essential Requirements

The following are requirements for this position:

- A commitment to work within and align to the DOBCEL Vision and Mission
- Tertiary qualifications and extensive experience in behaviour support provision to children and young people. This could include, but is not limited to, education, speech therapy, occupational therapy, social work and psychology.
- Must hold or be prepared to undergo Victorian or National Police Check
- Must hold or be prepared to undergo an employee Working with Children Check (if not VIT registered)
- 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.