

# Role Description



**POSITION TITLE:** Education Consultant (Primary)  
**TEAM LEADER:** Deputy Director: Catholic Education  
**DATE:** February 2022

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## Organisational Tradition and Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) is a company limited by guarantee, created to govern 58 schools located across Western Victoria. DOBCEL and its administrative arm, Catholic Education Ballarat (CEB) work together to support the leadership of Catholic Primary and Secondary schools, to promote Catholic identity, to deliver quality learning, provide effective stewardship and nurture respectful and trusting relationships with the community.

The Executive Director of Catholic Education Ballarat acts with a delegation from the Bishop of Ballarat to organise, administer, support and service all matters related to DOBCEL Schools and Catholic Education Ballarat.

## 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 the image of God.

## Role Purpose

The Education Consultant will work as a leader and professional partner with School Principals to ensure strong and shared leadership. The primary purpose of the Education Consultant is to:

- lead, support and provide advice on strategic and operational matters;
- assist in developing whole-school operational plans focused on improving student outcomes;
- support the effective engagement and assist in appropriately responding to the needs of the school community;
- provide guidance on the effective use of data to drive continuous school improvement to address educational needs;
- provide leadership to enhance professional relationships and promote wellbeing;
- respond effectively to advice sought by Parish Priests, Principals, school leadership and team members.

## 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.

Under the direction of the Deputy Director: Catholic Education, this role will:

### 1. Promote Catholic Identity

- model a deep understanding of faith and educational leadership;
- promote and emphasise the principles of Catholic Social Teaching;
- contribute to the implementation of a strategic vision for Catholic education;
- embed a culture which supports, promotes and values relationships.

### 2. Provide Leadership

- provide leadership to School Principals;
- provide support and advice about key DOBCEL policies, procedures and guidelines;
- provide effective coaching and mentoring on aspects of school organisation, management and stewardship of resources;
- support school leaders where information indicates that students are not demonstrating expected or appropriate standards;
- provide analysis of and response to school culture and student performance data;
- support Principals and schools in the management of critical incidents and emergencies;
- provide support in responding to complaints/grievances;
- engage with schools as a participant/member of school advisory councils (or equivalent) where appropriate;
- support Principals with achieving compliance with all legislative, industry and regulatory requirements;
- support the formation and development of school advisory councils (or equivalent);
- advise on appropriate change management processes;
- provide advice on professional learning and development;
- act as the Executive Director's nominee in Principal appointment processes;
- participate and/or lead the review process for Principals;
- support induction and professional growth of Principals;
- promote the enhancement of Principal and staff wellbeing initiatives;
- support formation programs for leadership teams, Principals, Deputy Principals and school advisory councils (or equivalent);
- support schools in the implementation of school improvement processes.

### 3. Support Learning and Teaching

- provide educational leadership to schools and regional networks in the development of strategies for enhancing learning outcomes for students;
- assist with planning, implementation and evaluation of learning, teaching and assessment programs;
- assist in the development of policies that target improvements in student achievement;
- undertake research on evidence-based practices and professional learning to support schools;
- collect, analyse and interpret data and contextual information as part of system-wide approach to reporting, accountability and planning for improvement;
- research and help develop policies and procedures for school improvement.

## Skills and Capabilities

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

- ability to undertake analysis and interpret data;
- facilitate effective adult learning and formation;
- high level strategic planning and change management;
- ability to work across a range of school settings;
- ability to work with Principals to build their capacity as Religious and Learning Leaders;
- ability to work with Principals and school leaders to develop their critical thinking and reflective skills;
- outstanding communication to facilitate effective coaching, relationship building, and conflict resolution processes.

## Mandatory Requirements and Key Selection Criteria

The following are requirements for this position:

- a commitment to work within and align to the DOBCEL Vision and Mission;
- tertiary qualifications in education and post-graduate qualifications in education, Religious Education, leadership and/or theology;
- a deep understanding of school effectiveness, improvement/review processes;
- a deep understanding of and ability to foster the leadership capabilities of Principals;
- a deep understanding of Catholic school identity and the ability to articulate the Church's mission in Catholic education;
- hold a current Victorian Institute of Teaching (VIT) registration;
- hold a current National Police Check;
- hold a current Victorian Driver's Licence.

## Responsibilities of all Catholic Education Ballarat Employees

### 1. Safeguarding of Children and Young People

*All DOBCEL employees must:*

- read and 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;
- take all appropriate action to reasonably protect children and young people, including being aware of all mandatory reporting obligations.

### 2. 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 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.

### 3. Partnering and Communication

*All employees have a responsibility to demonstrate positive and effective communication:*

- 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.

#### **4. Performance and Professional development**

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

- participating in regular team meetings as required;
- developing individual action & development plans aligned to organisational and role priorities;
- participate in performance review processes;
- completing 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.

#### **5. Policy**

- All employees are expected to comply with and demonstrate a positive commitment toward upholding all DOBCEL policies, procedures, and work instructions.