

Role Description



POSITION TITLE:	Education Consultant (Primary)
TEAM LEADER:	Deputy Director: Catholic Education
TEAM:	Catholic Education
CLASSIFICATION:	Secondary Principal Level 3-1
DATE:	March 2024

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

- ensure Catholic Identity permeates all aspects of school and Catholic Education work;
- oversee principal performance and professional development;
- 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;
- provide career guidance and support to school principals;

- provide career guidance and support to aspiring principals;
- respond effectively to advice sought by Parish Priests, Principals, school leadership and team members;
- hold delegated responsibility for the performance of principals.

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:

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 that supports, promotes and values relationships;
- support leaders in enhancing Catholic School Identity

Provide Leadership

- provide leadership to school principals, including performance and development management;
- 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 to the principal in responding to complaints/grievances;
- support principals with achieving compliance with all legislative, industrial and regulatory requirements;
- support the formation and development of school advisory councils (or equivalent);
- advise on appropriate change management processes and attend as appropriate;
- provide advice on professional learning and development;
- act as the Executive Director's nominee in principal appointment processes;
- participate and lead the contract renewal 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, and Deputy Principals (or equivalent);
- support schools in the implementation of school improvement processes;
- research and help develop policies and procedures for school improvement;
- support in the development and achievement of professional learning goals
- act within delegations.

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 DOBCEL 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 a system-wide approach to reporting, accountability and planning for improvement.

As a DOBCEL Employee

- Facilitate school access to DOBCEL
- Collaborate with other Education Consultant services
- Contribute to the Catholic Education Team Executive and Catholic Education Ballarat Leadership Team
- Contribute to the Catholic Education Team made up of Catholic Identity and Mission, Wellbeing, Learning and Teaching and Education Consultants.

Skills and Capabilities

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

- ability to analyse 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 Faith and Learning Leaders and community builders;
- 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.

Essential Requirements

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;
- must hold or be prepared to undergo Victorian or National Police Check
- hold a current Australian Driver's Licence.
- an understanding that the role requires travel and overnight commitments

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.