

Role Description

DIOCESE
OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



CATHOLIC EDUCATION BALLARAT

POSITION TITLE: Education Officer: Learning Diversity
TEAM LEADER: Leader: Wellbeing
TEAM: Wellbeing
DATE: February 2022

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 in the image of God.

Role Purpose

The Education Officer: Learning Diversity will be part of the Wellbeing Team and is accountable for capacity building and the facilitation and implementation of support structures and processes that enable schools to develop and maintain appropriate adjustments and programs to meet the needs of students with disabilities. This role reports to the Team Leader and aims to implement policies, practices and programs with the objective of building greater capacity within schools, so that they can assist teachers to make reasonable adjustments to enable access and participation for students.

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 undertake the following responsibilities.

1. Work effectively as a member of the Wellbeing Team:

- to work as part of an interdisciplinary and multidisciplinary team within regions and across the diocese;
- attend and actively engage in Team meetings; work collaboratively as a member of the Learning Diversity Team to develop CEB policy on educational issues and develop and promote system initiatives;
- provide regular feedback to the Team Leader.

2. Build Teacher Capacity

- Provide expert advice to school leaders and teachers consistent with the DDA and DSE regarding inclusive practices to support the participation of all students
- Build the capacity of school staff to improve learning opportunities for students requiring adjustments within the context of the Victorian Curriculum (A-D, F-10).

3. Advocate and Develop Inclusive Practices

- Build the capacity of school leaders to implement the CECV Intervention Framework to create inclusive classroom environments, personalise learning to support student's requirements.
- Provide expert advice to school leaders to:
 - a) inform and improve the educational outcomes for students requiring an adjustment
 - b) implement CEB and CECV initiatives to support students with disabilities to successfully engage and progress in learning. e.g. CECV Intervention Framework, ABLES, Inclusion Online, Nationally Consistent Collection of Data on Students With Disability.
- Assist teachers with curriculum development and teaching strategies consistent with the DSE for students with impairments and disabilities.
- Provide evidence-based consultancy services to program support groups to ensure that the teachers and school staff are supported in meeting the needs of students with impairments and disabilities.
- Liaise with external agencies specific to individual students to ensure access to education.
- Other duties as required by the Director.

Key Selection Criteria: Skills & Capabilities

- Demonstrated successful experience in the development of contemporary, evidence-based teaching and learning approaches.
- Demonstrated ability to provide expert advice in relation to appropriate adjustments and inclusive technologies.
- Demonstrated understanding of state and national policies and curriculum design for students with disabilities.
- Demonstrated ability to build the capacity of teachers and leaders within schools in relation to inclusive teaching practices and curriculum provision.
- Outstanding interpersonal and communication skills, including:
 - experience in working collaboratively with school leadership teams;
 - ability to operate effectively within a multidisciplinary team;

- capacity to communicate effectively across a broad range of contexts.
- A commitment to the Catholic ethos, the principles of Catholic teaching and to the policies of Catholic Education Ballarat and the Catholic Education Commission of Victoria (CECV).

Mandatory 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.
- Postgraduate or further qualifications in Special Education or related area.
- Current registration with the Victorian Institute of Teaching.
- Wide experience in teaching and leadership in Catholic schools or other relevant settings.
- Relevant ICT skills.
- A current Victorian driver's licence and car.

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.