

Role Description



POSITION TITLE: Education Officer: Learning and Teaching (Primary)

TEAM LEADER: Leader: Learning and Teaching

TEAM: Learning and Teaching

DATE: August 2023

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 (Primary) 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 Catholic 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

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:

- 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 multi tiered systems of support (MTSS);
- 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;
- carry out all other duties within the limits of the employee's skill, ability and competence, as may be directed from time to time.

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.

Skills & Capabilities

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

- in-depth knowledge of the Victorian and National curriculum;
- actively support and promote the values inherent in a Catholic school community;
- knowledge and pedagogical practice reflective of the Science of Learning;
- experience with curriculum data collection and analysis;
- experience as a Teaching and Learning/Curriculum leader;
- strong attention to detail;
- excellent communication skills;
- demonstrated high measure of confidentiality and professionalism;
- proven ability to use initiative and resolve problems;
- demonstrated ability to operate as an effective team member;
- ability to initiate quality improvement activities;
- ability to be discreet and confidential with sensitive information;
- experience with common software applications used for word processing, data management, digital content creation, collaboration & video conferencing.

Key Selection Criteria

- demonstrated knowledge and understanding of the Victorian and National Curriculum;
- demonstrated knowledge of evidence based pedagogy;
- ability to develop and maintain effective, collegial and collaborative relationships with all stakeholders;
- demonstrated ability to remain solution-focused and maintain confidentiality at all times.

Mandatory Requirements

The following are requirements for this position:

- a commitment to work within and align to the DOBCEL Vision and Mission and Strategic Priorities;
- relevant academic qualifications;
- current Victorian or National Police Check;
- current Victorian Institute of Teaching (VIT) registration;
- 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 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.