

Role Description

DIOCESE
OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



CATHOLIC EDUCATION BALLARAT

POSITION TITLE: Team Leader: Learning and Teaching
TEAM LEADER: Deputy Director: Catholic Education
TEAM: Leadership
DATE: August 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 all 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

This role contributes to the overall leadership, development and capacity building of learning and teaching in Catholic schools within the Diocese of Ballarat. The particular focus for the Leader Learning and Teaching will include co-ordinating and providing leadership to Education Officers, to build teacher capacity in order to improve learning outcomes for all students.

Working collaboratively with the Deputy Director: Catholic Education, Education Consultants and Education Officers to facilitate the provision of a comprehensive a differentiated service to schools, this role may also represent the Executive Director on CECV/State Government/Federal Government or Interagency committees and working parties.

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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.

This role will:

1. Develop a strategic approach to improvement in Learning and Teaching across the Diocese to achieve best practice by;
 - a. Ensuring Christ-centred learning permeates all dimensions of school and system culture
 - b. Building a productive team culture with a focus on educational planning, research, and service delivery to schools
 - c. Working collaboratively with the Student Wellbeing and the Catholic Identity and Mission Team and Education Consultants to enable the mutual success of each team in alignment with strategy (CEB Strategic Directions 2020-24 – *Partnering: A Step Further*).
 - d. Developing and implementing Annual Action Plans to enact the Strategic Directions
 - e. Ensuring that service delivery to schools is coordinated and differentiated to meet the needs of schools
 - f. Ensuring compliance with relevant legislation; VCAA, VRQA, Victorian & National Curriculum and all DOBCEL and CEB policies and procedures
 - g. Developing and implementing data collection and analysis mechanisms to measure and drive improvement.
 - h. Fulfilling the Executive Officer role to the DOBCEL Board Learning and Teaching Consultative Committee
2. Foster the overall systematic leadership of CEB and school staff by;
 - a. Facilitating rich dialogue, planning and professional learning between Principals, Learning and Teaching Leaders and CEB staff to build capacity within schools to improve student outcomes
 - b. Leading and supporting the planning and provision of relevant professional learning within the Diocesan Education Community
 - c. Maintaining open communication with Principals/Learning and Teaching Leaders in schools to ensure all appropriate communication of relevant educational information/opportunities/initiatives
 - d. Researching current and future approaches to curriculum, assessment, and pedagogy to shape and inform the work of team members and drive best practice
 - e. Providing high-level advice, as appropriate, on key policy issues related to learning and teaching
 - f. Developing strategies for the use of system data to support schools to improve student outcomes
 - g. Identifying risks to the organisation in learning and teaching and enacting appropriate mitigations
 - h. Representing DOBCEL on CECV or other committees as required
3. Lead the CEB Learning and Teaching Team by;

- a. Providing leadership and oversight regarding all aspects of staff recruitment, management, and role alignment to deliver strategic objectives
- b. Establishing an annual action plan that appropriately contributes to CEB Strategic Directions 2020-24 – *Partnering: A Step Further*, incorporates work within an approved annual budget, and fulfils relevant reporting requirements
- c. Facilitating regular meetings with Learning and Teaching Teams and individual Education Officers to ensure alignment of goals and sound communication to maintain consistency and cohesion in the provision of services between the regions and the system as a whole
- d. Meeting regularly with the Deputy Director: Catholic Education to articulate and monitor professional goals through the Performance, Development and Review (PDR) process
- e. Nurturing the growth of Education Officers through the PDR process and enabling ongoing targeted professional learning to build personal professional knowledge and skills in particular areas of expertise

Skills, Capabilities and Key Selection Criteria

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

Experience

- Significant experience in a curriculum leadership position
- Significant experience managing curriculum implementation and change management
- Experience at the senior leadership level within an educational setting

Knowledge, skills and abilities

- High level of emotional maturity/intelligence and the ability to lead complex environments
- High level knowledge of current educational initiatives
- High level knowledge and understanding of curriculum and pedagogy
- High level capability for complex decision-making and ability to make sound judgements
- Ability to embed child safe practices into all aspects of this role
- Ability to relate, influence and communicate with a wide audience
- Ability to plan, think and act strategically
- Ability to use data to inform decision making and drive improvement
- Ability to resolve complex problems and matters of conflict

Essential Requirements

The following are requirements for this position:

- A commitment to work within and align to the DOBCEL Vision and Mission
- Accreditation to Teach Religious Education in a Catholic School or working towards
- Qualified and registered teacher in Victoria or qualified with the ability to gain registration
- Gained or working towards post-graduate qualifications related to Education (desirable)
- Current Victorian or National Police Check
- Current 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 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.