

# POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>System Learning and Teaching Adviser – Career Development</b>
<b>SECTION:</b>	<b>Learning and Teaching</b>
<b>REPORTS TO:</b>	<b>Director – Learning and Teaching</b>
<b>CLASSIFICATION:</b>	<b>Professional Officer – Level 5</b>
<b>AWARD:</b>	<b>Townsville Catholic Education Office Enterprise Agreement 2019 – 2023</b>
<b>LOCATION:</b>	<b>Townsville Catholic Education Office, Kirwan</b>

## OUR ORGANISATION

Townsville Catholic Education (TCE) supports 29 schools within the Diocese, located throughout a diverse region including urban and rural environments extending to Mount Isa to the west, Proserpine to the south and north to Ingham. TCE provides a diverse range of education choices including primary, secondary and Prep-to-Year 12. Each setting provides a high educational standard in a caring and a stimulating environment. The Diocese has a growing Indigenous education program and some of our schools offer both boarding and day-student facilities.

TCE employs in excess of 2,500 teaching, professional and ancillary/support employees to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be a contributing member of the community in their adult lives.

The proud reputation Catholic schools enjoy within the Diocese today is based on the strong tradition built by religious orders who found Catholic Education in the Townsville Diocese in 1872.

Please visit our website for additional information <https://www.tsv.catholic.edu.au/>

## OUR SYSTEM VISION

*“The promotion of the human person is the goal of the Catholic school”*

THE CATHOLIC SCHOOL ON THE THRESHOLD OF THE THIRD MILLENNIUM, 1998

OUR VALUES		JESUS TEACHES US:	
<b>COMMUNITY</b> (John 15)	The greatest commandment Jesus teaches us is to Love God, Love others.	<b>LOVE</b> (John 4:7-12)	Love is the core value of the Gospels.
<b>PROMOTING LIFE IN ABUNDANCE</b> (John 10:10)	God wants us to live life to the full.	<b>RECONCILIATION</b> (Luke 15:11-32)	Jesus' supreme act of love in dying on the cross reconciled humankind to God.
<b>INCLUSION</b> (Luke 19:1-10)	God invites all to live in God's love, including those that might be excluded by society.	<b>HOPE</b> (Luke 24:13-35)	We can all hope for the fullness of glory with God because God is faithful to His promises.
<b>JUSTICE</b> (Matthew 25:31-46)	Jesus lives the virtue of justice rendering to all of us a message of living for others even unto death.	<b>LIBERATION</b> (Luke 4:18-21)	God frees us from all evil if we trust in God and live our life in God.
		<b>COMPASSION</b> (Luke 10:30-37)	In Jesus' life of love we witness the compassion of God - his acts of mercy towards others.

## ABOUT THE ROLE

The System Learning and Teaching Adviser – Career Development is a highly experienced educator with ongoing enthusiasm and commitment to work collaboratively within the Learning and Teaching Team to lead the development of teachers ( Early Career Teacher (ECT) program and HAT & LT) in the diocese.

The System Learning and Teaching Adviser – Career Development performs the role cognisant of, and in harmony with, the vision, mission and values of Catholic Education in the Townsville Diocese. The incumbent of the role is a member of the Learning and Teaching Team and contributes to the culture and work in a spirit of collaboration and subsidiarity.

Discretion, judgment and consultation are required in supporting all teachers and school leaders.

## KEY ACCOUNTABILITIES

- Design and lead professional development aligned with teachers' needs and system priorities
- Design the ECT program to achieve best practice and industrial requirements ensuring alignment with the TCE Workforce strategy, 2022 - 2024
- Provide advice, consultancy and support to Education Consultants, the Learning and Teaching Team, Principals and other school leaders on effective school-level program implementation
- Provide ongoing ECT Mentor training opportunities
- Organise professional learning events and local communities of practice for teachers, Mentors, Highly Accomplished and Lead Teacher applicants and School Leaders in consultation with key stakeholders and experts both within the TCEO and outside agencies.
- Work collaboratively across all directorates and teams
- In a model of co-responsibility, work with Middle Leaders and Mentors in a process to partner with, influence and support teachers across our system to improve their professional practice in identified effective and inclusive practices
- Work collaboratively to create and promote quality resources to support schools in developing programs that ensure teacher growth and development
- Support teachers seeking to apply for certification as a Highly Accomplished Teacher or Lead Teacher
- Assist Principals and school leaders to mobilise support and resources to ECTs, and network and connect ECTs with appropriate professional development at school and system levels
- Support school leaders, including Middle Leaders in a secondary context, in the professional development of staff.
- Liaise with TCEO HR personnel in the development of programs and support for each stage of teachers' career development
- Liaise with personnel from universities regarding pre-service teacher programs and graduate placement processes
- Collaborate with schools to coordinate and monitor system level support processes to track, progress and enable provisionally registered teachers to move to QCT full teacher registration.
- Collaborate with schools to monitor and coordinate system level support to progress identified ECTs towards TCE's and QCT's accreditation requirements
- Perform other duties as required by the Director - Learning and Teaching

## STATEMENT OF RESPONSIBILITY

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of one's self or others.

Employees will:

- Adhere to Work Health and Safety instructions
- Promote a commitment to safe work practices
- Be familiar with workplace incident, hazard and accident reporting and emergency procedures
- Take reasonable action to avoid, eliminate or minimise risk and hazards
- Utilise personal protective equipment
- Participate in the development of a safe and healthy workplace
- Seek information and advice as necessary and comply with instructions.

## ABOUT YOU

### Experience

- Significant teaching experience in schools (Catholic schools highly desirable) across multiple year levels/ phases of learning
- Experience in the application of contemporary educational policy and research
- Experience in curriculum development and innovation.
- Experience in the developing purposeful and effective professional learning
- Experience in leading others

### Knowledge

- Sound understanding of the Mission and Purpose of Catholic Education
- Deep knowledge of school leadership roles and the challenges and opportunities they provide in adding value to the learning journeys of students in the Catholic Education context
- Deep knowledge of education policy, research, best practice and regulatory requirements
- Deep knowledge of curriculum (including State and Federal curriculum directions), pedagogy and professional learning practice
- Deep knowledge of the Australian Professional Standards for Teachers across the career phases
- Knowledge of the Australian Professional Standards for Principals
- Knowledge of the Queensland College of Teachers registration requirements
- Knowledge of diocesan policy and procedures.
- Knowledge of Highly Accomplished Teacher and Lead Teacher application and certification process

### Skills

- Outstanding interpersonal skills, including an ability to build and maintain productive relationships with a broad stakeholder group
- Ability to influence and support behaviour and practice change without asserting direct line management
- Ability to work in a matrix structure and effectively manage time commitments and relationships to achieve shared outcomes
- Effective analytical skills necessary to provide advice to the Director - Learning and Teaching on a range of issues concerned with Industrial relations, legal issues, employment planning, staff development and school management
- Ability to work with colleagues in a professional, informed, flexible and caring manner
- Well-developed capacity for creative and strategic thinking in the areas of problem-solving and future directions.

#### Mandatory Criteria/Professional Registration/Other

- Tertiary qualifications in education, with post graduate qualification in a relevant field preferred
- Registration, or eligibility for registration, with the Queensland College of Teachers
- Current driver's licence
- Ability to travel frequently within and beyond the Catholic Diocese of Townsville
- Ability to perform the physical requirements of the role in a safe manner.

*It is a requirement of this role that you are fully vaccinated against COVID-19. Please note proof of vaccination (MyGov Medicare Vaccination Certificate or Medical Certificate) will be required as a pre-commencement document.*

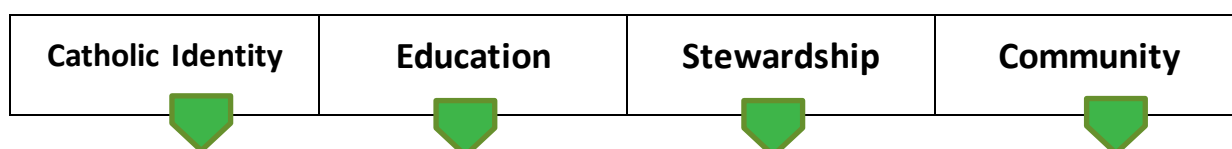
*Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the position, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission.*

#### HOW YOU WILL BE ASSESSED

How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom. You will be assessed on your ability to demonstrate the following four capabilities: Personal, Professional, Relational and Organisational within context to the key accountabilities identified above. You will be expected to integrate knowledge, skills and attitudes within scope of the TCE Leadership Domains of: Catholic Identity, Education, Stewardship and Community in line with the Strategic Direction, Vision and Values.

## Identity and Ethos

### Strategic Organisational Leadership Success



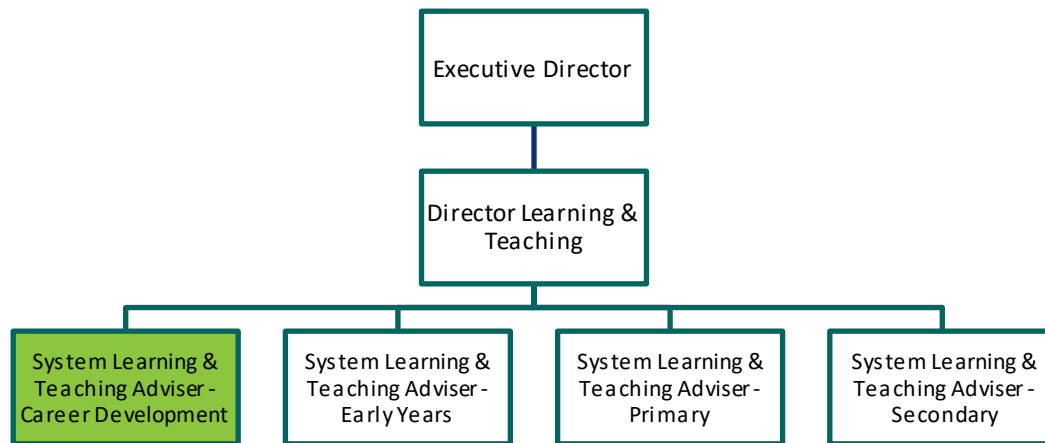
#### Capabilities

Personal	Professional – Knowledge and Understanding
Engages in self-reflection	Is contextually aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
Demonstrates intellectual acuity	Shapes and implements change processes
Displays a sense of self-efficacy and personal identity	Demonstrates appropriate styles of decision making
Uses intuition as well as logic and reason	Inspires a collegial purpose and vision
Projects confidence, optimism and resilience	Develops efficient and robust structures and systems
Exemplifies honesty and integrity	Focuses on core outcomes and accountabilities
Demonstrates ethically responsible behaviours	Engages in workplace learning and relevant professional development
Is morally courageous	Operates with a sound educational focus
Demonstrates a commitment to personal spiritual growth	Operates with a spirit of service and professionalism
Displays imagination and vision	Develops moral purpose
Integrates work and personal life	Demonstrates capacity to provide professional support
Engages with the Catholic culture	
Is culturally sensitive	
Social and Interpersonal	Organisational
Is relationally adept	Gives priority to the Church's mission in education
Is emotionally mature	Engages in strategic and future thinking, aware of the big picture
Is guided by the spirit and teachings of the Gospel	Develops organisational capacity to respond to contemporary and future needs
Communicates with influence	Avoids imposing old paradigms on new realities
Is authentically present	Fosters a growth promoting workplace
Displays a trusting disposition	Exercises principled and ethical stewardship
Cultivates collaborative and productive working environments	Contributes to organisational sustainability
Engages in positive politics	Builds a sharing organisational culture that focuses energies and talents
Nurtures leadership capability in others	Operates in fidelity to Catholic social teaching and environmental responsibilities

## REPORTING & OTHER RELATIONSHIPS

The System Learning and Teaching Adviser – Career Development is responsible to and reports to the Director Learning and Teaching who in turn is responsible to the Executive Director. Significant relationships exist with all School Service Teams (comprising Education Consultants, Curriculum Advisers, Religious Education Advisers and Indigenous Education Advisers). Significant relationships will also exist with school Principals and their Leadership Teams, though in many cases these relationships will be brokered by the appropriate School Service Team member.

There are a number of other significant relationships within the Catholic Education Office. These include those with members of the Strategic Leadership Team, TCEO Executive Leadership Team, the System Leaders' Group, TCEO Learning and Teaching Team, TCEO Religious Education Team, Indigenous Education Services Team, Finance and Employee Services Team, ICT, Student Protection, Inclusive Education, Capital and Workplace Health and Safety.



## ACKNOWLEDGEMENT

I have read, understood and acknowledge the scope and responsibility of the position outlined in this position description.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_