

# POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>System Learning and Teaching Adviser – Early Years</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 13)	The greatest commandment Jesus teaches us is to Love God, Love others.	<b>LOVE</b> (John 4:7-10)	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 10:20-37)	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 – Early Years is a highly experienced educator with ongoing enthusiasm and commitment to work collaboratively within the Learning and Teaching Team to provide advice and guidance to School Service Teams, school leaders and teaching staff on matters of most effective pedagogy, curriculum and teaching practice within the early years context (specialising in the pre-schooling years to Year 2), with the aim of supporting the achievement of quality outcomes for students and promoting the ongoing development of Catholic Education.

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

- The System Learning & Teaching Adviser – Early Years works within the Townsville Catholic Education Office “Framework for System Leadership” enabling him/her to work across the network of schools and to be part of the circle of influence affecting this network.
- The position liaises proactively with School Service Teams to provide specialist advice which supports both a) delivery of high quality and timely advice to school leaders and teachers on matters of early years curriculum, pedagogy and school performance; and b) the development and implementation of initiatives in their portfolio area (Curriculum/Indigenous Education/Religious Education).
- Working in collaboration with the relevant School Service Team member, the System Learning & Teaching Adviser also engages with School Leadership Teams, School Learning & Teaching Advisers and the teaching workforce on curriculum development and pedagogy matters affecting early years teaching performance.
- The System Learning & Teaching Adviser – Early Years serves as a key source of expertise regarding policy, research, best practice and regulatory requirements relevant to early education curriculum, pedagogy and professional learning; the position draws on this expertise to design and lead professional development capacity building initiatives across TCE and act as a conduit between TCE and professional bodies in these matters.
- The position also draws on significant classroom experience, contemporary research, learning data and policy knowledge to design specific professional learning opportunities and resources with a focus on the alignment of curriculum, pedagogy, assessment and reporting practices for schools as they relate to the delivery of early years education.
- The position acts as a conduit between TCE’s ICT function and the Curriculum portfolio by providing advice and oversight to school-based ICT specialists regarding best practice application of technology in the curriculum and teaching practice.
- The position manages the implementation of portfolio initiatives for early years education, coordinating advice and support from Curriculum, Indigenous Education and Religious Education Advisers and liaising with schools as required.
- The position provides advice and support to the Director – Learning & Teaching regarding TCE’s response to national (e.g. Australian Curriculum) and state-wide policy (e.g. changes to QCE)

relating to early years education, ensuring alignment to the Catholic ethos and the organisation's strategic pillars and best-practice.

## 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

- Experience in primary education at school leadership team level or above
- Significant successful P-Year 2 teaching experience in schools (Catholic schools highly desirable)
- Experience in the application of contemporary early years educational policy and research
- Experience in curriculum development and innovation.

### 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 early years education policy, research, best practice and regulatory requirements
- Deep knowledge of early years curriculum (including State and Federal curriculum directions), pedagogy and professional learning practice
- Knowledge of the Queensland Board of Teacher Registration requirements
- Knowledge of Diocesan policy and procedures.

### 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 & 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
- Full accreditation to teach/teach Religious Education in a Catholic school
- 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.*

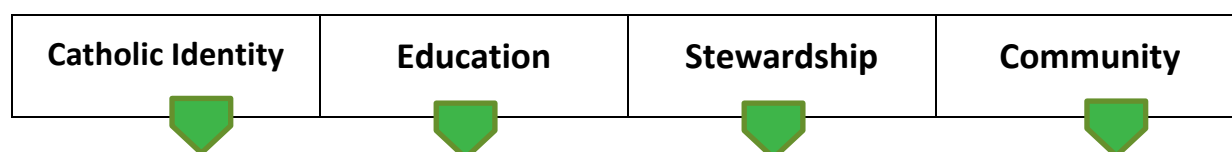
#### HOW YOU WILL BE ASSESSED

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

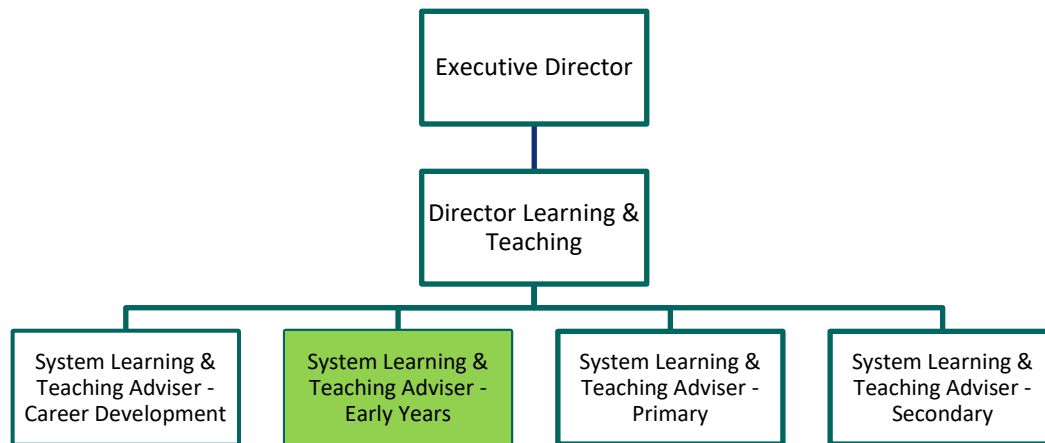


Capabilities	
Personal	Professional – Knowledge and Understanding
Engages in self-reflection	Is contextually aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
Demonstrates intellectual acuity	Shapes and implements change processes
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 – Early Years 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:** \_\_\_\_\_