

POSITION DESCRIPTION

POSITION TITLE:	System Learning and Teaching Student Data Project Officer
SECTION:	Learning and Teaching
REPORTS TO:	Director – Learning and Teaching
CLASSIFICATION:	Professional Officer Level 2
AWARD:	Townsville Catholic Education Office Enterprise Agreement 2019 - 2023
LOCATION:	Townsville Catholic Education Office

OUR ORGANISATION

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

TCE employ 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.

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:	
COMMUNITY (John 15)	The greatest commandment Jesus teaches us is to Love God, Love others.	LOVE (John 4:7-10)	Love is the core value of the Gospels.
PROMOTING LIFE IN ABUNDANCE (John 10:10)	God wants us to live life to the full.	RECONCILIATION (Luke 15:11-32)	Jesus' supreme act of love in dying on the cross reconciled humankind to God.
INCLUSION (Luke 19:1-10)	God invites all to live in God's love, including those that might be excluded by society.	HOPE (Luke 24:33-35)	We can all hope for the fullness of glory with God because God is faithful to His promises.
JUSTICE (Matthew 25:31-46)	Jesus lives the virtue of justice rendering to all of us a message of living for others even unto death.	LIBERATION (Luke 4:16-21)	God frees us from all evil if we trust in God and live our life in God.
		COMPASSION (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 Student Data Project Officer is to provide leadership, advice and professional support in the purposeful use of learning and teaching data that supports effective teaching for successful student learning outcomes. This role will focus on the development of the key dashboards for learning and teaching data for the class, school and whole of organisation levels as well as other data as required. The position reports to the Director - Learning and Teaching and is situated within the Learning and Teaching directorate of Townsville Catholic Education Office (TCEO)

Key Accountabilities

Contribute to and promote the development, alignment, attainment and review of the mission and strategic goals for TCE by:

- Continually identifying and sourcing learning and teaching data for the purpose of evaluating and informing TCEO, whole of school and class teaching practices to improve student learning outcomes in collaboration with key internal stakeholders
- Planning for the development of the next stages of the Student Learning Data dashboards
- Providing strategic and specialist advice and professional learning support to schools and TCEO regarding the purpose and use of relevant learning and teaching data.
- Review in collaboration with other key internal stakeholders the dashboards for presenting the learning and teaching data

Other functional responsibilities are:

- Engages in strategic planning processes as a member of the Learning and Teaching Team
- Through collaboration with others, the key sets of learning and teaching data for specific users and develops dashboards through Power BI to present the data for whole of organisation, school and class teacher
- Collaborates with other key personnel including ITS to review and produce the dashboards in Power BI
- Collaborates with external providers such as CEnet to access reliable data and monitor appropriate processes for assessing student learning data through the CEnet Data products.
- Supports school and office personnel in the purposeful use of data to guide teaching practice in delivering improved student outcomes
- Supports and resources school and office personnel to develop knowledge and skills that facilitate timely analysis of relevant student learning data.
- Facilitates an understanding of the variety of data available for analysis and planning including achievement data, teaching data, demographic and attendance data
- Supports the analysis of school - derived achievement and teaching data to identify strategic directions, resourcing and professional learning to improve student outcomes
- Develops and negotiates processes to refine functionality within Power BI application to ensure an efficient resource that supports effective, regular and consistent data analysis at the class, school and TCE levels
- Contributes to a negotiated governance structures for the BI tool particularly in relation to learning and teaching data

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

- Demonstrated ability to work as a contributing member of a multi-disciplinary team and foster collaboration

Knowledge

- Knowledge of business intelligence software - Power BI and Yellowfin
- Knowledge and up-to-date skills in relation to responsibilities specific to the role
- Knowledge of statistics, particularly related to education

Skills

- Ability to communicate with a diverse range of staff across primary and secondary school settings
- Attention to detail in all aspects of work
- Problem solving skills
- Ability to communicate effectively
- Ability to develop and sustain productive working relationships.

Mandatory Criteria/Professional Registration/Other

- Current *Working with Children Suitability Card* or eligibility to obtain same. The successful candidate will require a paid Blue Card before commencement as per the No Card, No Start policy developed by Queensland Government
- Current and valid Driver's Licence
- Ability to travel from time to time within and beyond the Catholic Diocese of Townsville
- Ability to perform the physical requirements of the role in a safe manner.

Desirable Criteria

- Experienced classroom teacher is highly desirable.
- Experience with Power BI
- Experience with Yellowfin

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, Rational and Organisational within context to the key accountabilities identified above.

Identity and Ethos

Strategic Organisational Leadership Success

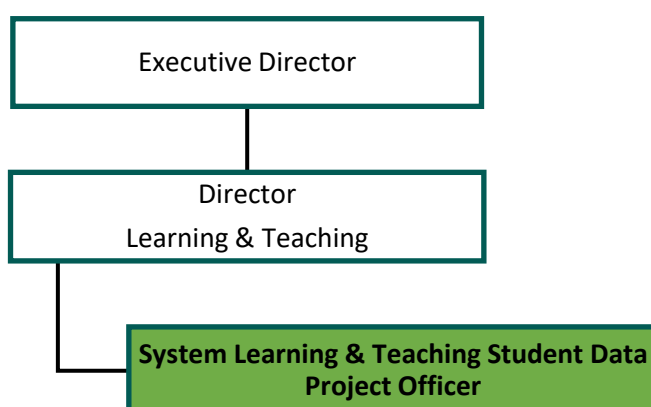
Catholic Identity	Education	Stewardship	Community
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Capabilities	
Personal	Professional – Knowledge and Understanding
Engages in self-reflection	Is contextually aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic 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 Student Data Project Officer is accountable in the first instance to the Director Learning and Teaching. The role holder consults and liaises with other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate.



ACKNOWLEDGEMENT

I have read, understand and acknowledged the scope responsibility of the position outlined in this Position Description.

Employee Name: _____

Signature: _____ **Date:** _____