

# POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Curriculum Adviser
<b>SECTION:</b>	School Development Services
<b>REPORTS TO:</b>	Education Consultant
<b>CLASSIFICATION:</b>	Professional Officer
<b>AWARD:</b>	Professional Officers Certified Agreement
<b>LOCATION:</b>	Townsville Catholic Education Office, Kirwan

## 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.

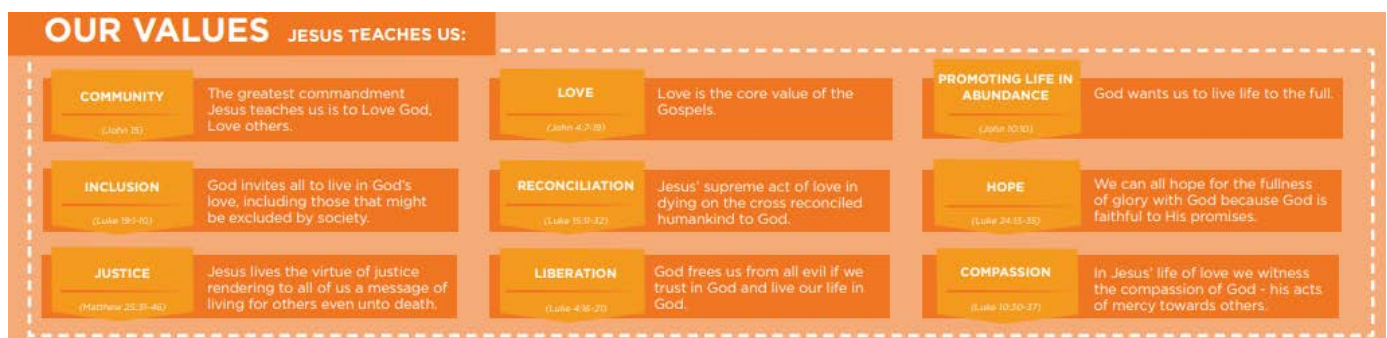
The proud reputation Catholic schools enjoy within the Diocese today is based on the strong tradition built by religious orders who found Catholic Education in the Townsville Diocese in 1872.

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



## ABOUT THE ROLE

The role is one of partnership with the leadership of TCE and the community of Principals in the integration and alignment of systemic and school community perspectives and priorities.

The Curriculum Adviser reports to the Education Consultant and works collaboratively within a team that provides support to teachers and senior staff in schools to ensure the provision of a quality Catholic education. The Curriculum Adviser is also a member of the Learning and Teaching Team and has an indirect report to the Director – Learning and Teaching.

The major responsibility of the Curriculum Advisor is the support of Catholic education and school leadership in the development and maintenance of quality educational outcomes in schools in the Diocese of Townsville.

The Curriculum Adviser is accountable for effectively supporting a cluster of 8-11 schools in the delivery of curriculum, curriculum review, renewal and related initiatives. A key focus for this role is coaching and support to build capacity at system and school level to create and manage learning environments relating to learning and teaching with the intention of improving student learning outcomes.

The role supports the system in strengthening the ability to be outcomes oriented, student-centred and data informed to maximise the learning achievements for all students.

## KEY ACCOUNTABILITIES

- Provide specialist curriculum advice in accordance with the System Learning Framework. Support Principals, school leaders and teachers in creating and managing positive learning environments with the intention of improving student learning outcomes
- Working under the guidance of the Education Consultant and the Director Learning and Teaching, proactively liaise with schools to ensure the early identification of support needs and the timely sharing of important information
- Through the Service Team, collaborate directly with Principals, Curriculum Leaders and Learning and Teacher Advisers to co-construct the school's annual school improvement goals which best meets the individual needs of the school considering its learning environment and unique context
- Proactively support school communities in the improvement of learning outcomes for students through motivation, consultation and delivery of appropriate services. Promote curriculum renewal and related initiatives through the delivery and/or coordination of quality professional development opportunities for teachers
- Identify and monitor the Australian Curriculum and Queensland Curriculum and Assessment Authority implications within and across Catholic Schools in the system and coordinates timely communication and support
- Foster an environment of mutual support for growth and professional development by coordinating networking and cluster support for school curriculum leaders and teachers, and by collaborating directly with school service team peers along with the other members of the Learning and Teaching Team to ensure a coordinated approach to the provision of advice and to support to a cluster of schools

- Drawing on specialist advice from the system Learning & Teaching Advisers, manage planning for the support of professional development and renewal of teachers in learning and teaching practices
- Provide specialist advice to both the Education Consultant (this position's direct supervisor) and the Director of Learning & Teaching (indirect supervisor) and monitor the development and implementation of government educational policy and procedures as it impacts on Catholic schools in the Townsville system.

## 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

- Recent Catholic school based experience within the P-12 range
- Demonstrated successful experience coaching and supporting school staff to implement curriculum, and competency in preparing and presenting professional development for teachers in an adult learning environment
- Experience in curriculum development and innovation.
- Demonstrated successful experience in educational leadership is considered an advantage

### Knowledge

- Sound understanding of the Mission and Purpose of Catholic Education
- Demonstrated knowledge of relevant curriculum, policies, initiatives and current research including the Australian curriculum/senior syllabi and the ability to build the capacity of principals and teachers in curriculum delivery

- Understanding of curriculum directions at State and National levels
- Knowledge of the Queensland Board of Teacher Registration requirements and AITSL Professional Standards for Teachers and the Principal Standard requirements.
- Knowledge of Diocesan policies and procedures.

## **Skills**

- Ability to successfully plan, implement and evaluate projects and professional learning strategies supporting education for students in the P-12 range
- Competency in preparing and presenting professional development in an adult learning environment. Knowledge of the Australian Charter for the Professional Learning of Teachers and School Leaders would be an advantage
- Demonstrated contemporary skills and knowledge regarding curriculum, teacher development, effective pedagogy; appropriate assessment and outcomes focused education, Catholic education policies and Learning and Teaching priorities
- Strong communication skills to enable successful team membership in a matrix structure which involves broad collaboration across office directorates and schools, while maintaining a focus on supporting the understanding of the learner and the learning process
- Outstanding interpersonal skills, including an ability to build and maintain productive relationships with a broad stakeholder group.

## **Mandatory Criteria/Professional Registration/Other**

- Current Working with Children Suitability Card - The successful candidate will require a paid Blue Card before commencement as per the No Card, No Start policy developed by Queensland Government
- Tertiary qualifications in a related field
- Registration or eligibility for registration with Queensland College of Teachers
- Full accreditation to teach/teach Religious Education in a Catholic school
- 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**

- Masters qualification in a related field

*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**

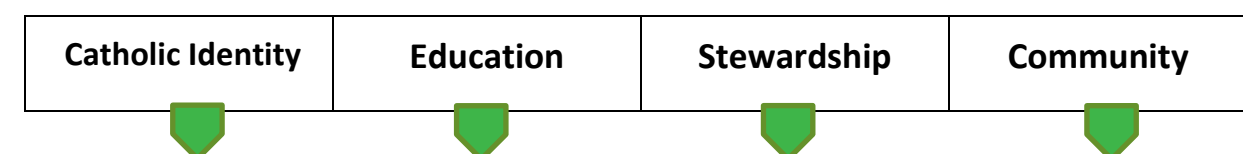
How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom. You will be assessed on your ability to demonstrate the following four capabilities: Personal, Professional, Relational and Organisational within context to the key accountabilities identified above. You will be expected to

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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

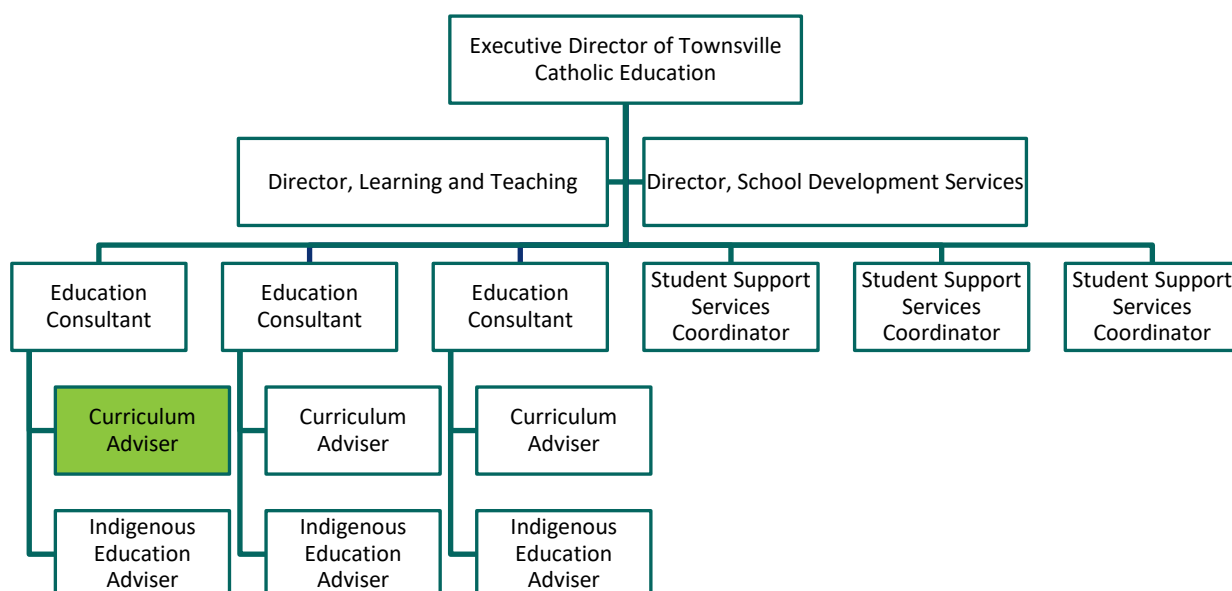


Capabilities	
Personal	Professional – Knowledge and Understanding
Engages in self-reflection	Is contextually aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
Demonstrates intellectual acuity	Shapes and implements change processes
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 Curriculum Adviser is responsible to, and reports to the Education Consultant who in turn is responsible to the Director – School Development Services through to the Executive Director. There is an indirect reporting relationship with the Director – Learning and Teaching by their inclusion in the Learning and Teaching Team. Significant relationships exist with all Principals within the designated area. Significant relationships also exist within the TCEO Service Team (with the Indigenous Education Adviser and Religious Education Adviser) and with roles which advise and support the team (e.g. System Learning & Teaching Advisers).

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 In Office Group, TCEO Curriculum 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:** \_\_\_\_\_

## Appendix A

### EXAMPLES OF ACTIVITIES UNDERTAKEN

*The following is a list of activities in which the role holder may engage. This list is not inclusive of all activities that may be undertaken by the role holder in the carriage of the role.*

#### Catholic Identity

- Support Principals and school staff to embrace the Townsville Education Office's Strategic Directions
- Support principals to develop school policies and programs which publicly articulate the religious life of the school and the commitment to mission
- Support a consistent approach to spiritual formation opportunities as offered by TCEO
- Support effective links between schools, parents, pastors and parishes.

#### Education

- Proactively support school communities in the improvement of learning outcomes for students through motivation, consultation and delivery of appropriate services. Identify, support and promote quality teaching in and across Townsville Diocesan Schools
- Visit schools to determine the Curriculum needs of school communities, and remain in regular contact to monitor and respond to these needs
- For each school in the cluster, work with the Principal and school curriculum leaders to co-construct the annual school improvement plan goals.
- Model effective approaches and learning for school leaders and teachers for use in a variety of classrooms including the use of ICT
- Manage and broker the strategic planning for the support of professional development and renewal of teachers in learning and teaching practices
- Source and provide advice and guidance from System Learning & Teaching Advisers to ensure consistency with the TCE system-wide approach to specific learning stages (Early Years/Primary/Secondary) and Religious Education
- Work with School Principals to develop capacity within the school and Diocese to lead learning and teaching
- Collaborate with the System Learning & Teaching Advisers to develop, broker and deliver professional development programs, in service and resources in accordance with expressed local needs and determined systemic needs for schools in the Diocese
- Disseminate information regarding Curriculum priorities, initiatives, issues, resources and programs to personnel providing services to school communities.

#### Stewardship

- Maintain contemporary skills and knowledge regarding curriculum, teacher development, effective pedagogy; appropriate assessment and outcomes focused education, Catholic education policy and curriculum priorities through reading, professional networks and workshops
- Assist in the planning and co-ordination of Curriculum policy development, implementation and review in collaboration with the Diocesan Learning and Teaching Standing Committee; the Diocesan Education Council and the leadership team of the TCEO

- Under the guidance of the Director-Learning & Teaching and the System Learning & Teaching Advisers, help manage specific Diocesan initiatives, policy and priorities in the area of Learning & Teaching

### **Community**

- Coordinate networking and cluster support for school curriculum leaders and Learning & Teaching Advisers
- Work collaboratively with other members of the Catholic schools, Religious Education, Curriculum, IT&S and school consultant groups to ensure that support offered has a focus on the understanding of the learner and the learning process
- Work collaboratively as a member of the TCEO service teams and Diocesan Learning and Teaching Standing Committee
- Liaise with and maintain professional working relationships with relevant Curriculum Officers in the QCEC, other Diocese, Education Queensland, QCAA, ACARA, and other education providers
- Represent TCEO in internal or external forums as directed or requested
- Provide active management and co-ordination in developing and maintaining network relationships with relevant stakeholders.