



Role Description

Title:	Senior Education Leader	Location:	Toowoomba Catholic Schools Office
Reports to:	Director: Teaching and Learning	Classification:	Senior Leadership Scale, Level 1-2
Directorate:	Teaching and Learning	Tenure:	Full time, 5 years

1.0 Purpose

The Senior Education Leader (SEL) provides support to principals in leading their school communities. The SEL uses and helps principals to use contemporary evidence-based practices with a focus on achieving the best possible learning outcomes for all students.

The SEL leads a team of Education Officers (EOs) to provide support to a cluster of schools through assisting the principal in developing staff capability in order to contribute to the system's goals of an expert teacher in every classroom and that students come to better know the face of Jesus.

The SEL forms a relationship with each principal that is very much contextual; influenced by the experience and capability of the principal. The SEL develops a strong mentoring relationship with the principals in their cluster to provide support in each principal's ongoing professional leadership development, the day-to-day management of the school and, where necessary, supervision and direction.

The focus of the role is to oversee and supervise the improvement agenda of each school in the cluster as expressed through its Strategic and Annual Action Plans. The SEL reports regularly on the progress of the improvement agenda in each cluster school and provides advice and recommendations to the Director: Teaching and Learning (D:TL) on resource allocation, service delivery, and intervention.

The SEL works closely with the D:TL in the development of system positions on teaching and learning and the associated processes.

The support provided by the role holder will be guided by

- Jesus Christ and his teachings as understood and passed on by the Catholic Church
- other Catholic Church teachings, principles, and values
- relevant legislation, government requirements, and best practice
- Diocesan Strategic Plan, mission, vision, policies, frameworks, procedures and guidelines
- relevant directorate strategies.

2.0 Experience and qualifications

Essential

- relevant Masters Degree qualification in Education, Leadership or a related field
- have a strong commitment to the Catholic faith and the Church's work in education
- hold current registration through the Queensland College of Teachers
- have successful experience over a significant time in a leadership role/s in an educational setting/s
- demonstrated ability to work with and lead teams, building capacity through effective processes and relational skills
- knowledge and skills in leading contemporary education
- effective relationship building and influencing skills
- demonstrated experience working with the Microsoft suite of products
- advanced interpersonal and communication skills

3.0 Key result areas

- 3.1 contributes to and promotes the development, alignment, attainment, and review of the strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)
- 3.2 collaborates with principals, relevant school staff and the relevant TSCO cluster support staff to determine strategies, set targets and broker support to meet identified school teaching and learning needs
- 3.3 supervises, supports, monitors and reports on the cycle of school evaluation and renewal, including the follow-up diagnosis, communication, and collaboration required for strategic planning and annual action plan focus
- 3.4 provides support, advice, and direction to cluster principals in exercising leadership and management of their school
- 3.5 leads the cluster support group as a professional learning community
- 3.6 cooperates with TCS personnel, to assist school leaders and school communities to be part of the work of the Church
- 3.7 provides support in staffing and recruitment processes for school-based staff
- 3.8 collaborates and communicates with other members of the Teaching and Learning Directorate (TL) and the members of the other directorates within TCSO to ensure that high professional standards are met
- 3.9 completes other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

4.0 Statement of responsibility

- 4.1 The incumbent performs the role cognisant of and in harmony with the vision and mission of TCS.
- 4.2 The incumbent will work cooperatively with other key stakeholders both within TCS and external agencies to ensure that services are delivered in a planned, coordinated and strategic manner.
- 4.3 The role deals with sensitive matters requiring a high degree of accuracy in advice, attention to detail, confidentiality and probity in their management.
- 4.4 The role holder will meet with the D:TL to discuss deliverables and set goals.
- 4.5 The role holder will engage in performance reviews in accordance with TCS policy and procedure.

4.6 While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

5.0 Authority limits

Full authority is delegated by the Director: Teaching and Learning to produce the desired outcomes. Authority to commit funds is restricted to approved budget items and can only be authorized by the Director: Teaching and Learning.

6.0 Reporting and other relationships

The Senior Education Leader is responsible to the Executive Director through the Director Teaching and Learning, to whom the SEL reports. Other significant relationships exist with members of the Toowoomba Catholic Schools Office, the Executive Leadership Team (ELT).

7.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Executive Director: Catholic Schools

Name: Dr Patrick Coughlan

Signature:

Date:/...../.....

8.0 Statement by employee

I have read and understood the role as it has been described above. I agree to be employed under this role description.

Senior Education Leader

Name:

Signature:

Date:/...../.....

Duties statement

Senior Education Leader

Please note: this statement links to the key result areas in the role description

3.1 contributes to and promotes the development, alignment, attainment, and review of strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)

- 3.1.1 contributes as a member of the Teaching and Learning Directorate (TL) to achieve the strategies set out in the TL Strategy and the TCS Strategic Plan
- 3.1.2 attends professional development as appropriate
- 3.1.3 documents and reports on the progress of initiatives in the TL Strategy and the TCS Strategic Plan as required

3.2 collaborates with principals, relevant school staff and the TCSO cluster support staff to determine strategies, set targets and broker support to meet identified school teaching and learning needs

- 3.2.1 leads meetings of the cluster support group with school principals and/or leadership teams where improvement targets are set for school-identified teaching and learning needs
- 3.2.2 identifies and determines strategies to meet school teaching and learning targets
- 3.2.3 provides leadership in system processes to collect and interpret useful data to inform decision making in meeting school teaching and learning targets
- 3.2.4 where multi-disciplinary, cross-cluster support is required to meet identified school needs, brokers the required support across the cluster in TL as well as across directorates

3.3 supervises, supports, monitors and reports on the cycle of school evaluation and renewal, including the follow-up diagnosis, communication, and collaboration required for strategic planning and annual action plan focus

- 3.3.1 assists the principal in the leadership and management of the cyclic school improvement framework, Excellence in Catholic Education (EiCE)
 - 3.3.1.1 discusses with the principal the cycle of component reviews over a five year period
 - 3.3.1.2 verifies component reviews and improvement plans
 - 3.3.1.2 assists the principal in sourcing and interpreting triangulated data for the component review
 - 3.3.1.3 assists the principal and other relevant TCSO personnel in preparing for the regular Non-State Schools Accreditation Board review and validation process
- 3.3.2 works collaboratively with principals to review progress towards meeting their identified school goals and recording these in the Annual Action Plan (AAP)
- 3.3.2 ensures that the AAPs address the strategic goals of TCS as well as school-identified needs from component reviews, satisfaction surveys and other within-school sources

3.4 provides support, advice, and direction to cluster principals in exercising leadership and management of their school

- 3.4.1 provides advice, or sources it as required, at the request of principals in matters relating to the leadership and management of the school
- 3.4.2 assists in the development of TCS programs for the leadership and management development of principals throughout their appointment
- 3.4.3 visits schools four times per year and be conversant with the details of each school community

3.4.4 reports regularly on staffing, job shares, contract arrangements, enrolment trends, school academic performance and the religious life of the school

3.5 leads the cluster support group as a professional learning community

3.5.1 meets individually with EOs each term for professional goal setting and performance development

3.5.2 conducts regular cluster support group meetings according to agreed norms, ensuring that appropriate records are kept, and actions reviewed

3.5.3 assists cluster team members in identifying areas for professional growth and accessing appropriate professional learning

3.5.4 identifies, in collaboration with the D:TL, areas for professional growth and accesses appropriate professional learning

3.6 cooperates with TCS personnel, to assist school leaders and school communities to be part of the work of the Church

3.6.1 includes the dimension of faith leadership as a normal part of their discussions/work with principals

3.6.2 includes members of TCSO's Formation and Identity Directorate (FI) in relevant discussions/work with principals and school communities

3.7 provides support in staffing and recruitment processes for school-based staff

3.7.1 collaborates with Human Resources in relation to school staffing needs

3.7.2 advises and supports the development of the TCS schedule by which staff are allocated to schools

3.8 collaborates and communicates with other members of TL and the members of the other directorates within TCSO to ensure that high professional standards are met

3.8.1 maintains highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice

3.8.2 understands and accepts the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service to TCS

3.8.3 establishes and maintains effective communication networks with stakeholders

3.8.4 works collaboratively with stakeholders

3.9 completes other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

3.9.1 duties may include the completion of project work that presents itself during the operational and strategic review of the actions associated with the TL Strategy, TCS Strategic Plan or other directorate strategies

I have read and understood this duties statement. I agree to be employed under this duties statement.

Senior Education Leader

Name:

Signature:

Date:/...../.....