



## Role Description

<b>Title:</b>	<b>Manager: Professional Learning</b>	<b>Location:</b>	Toowoomba Catholic Schools Office
<b>Reports to:</b>	Director: People and Engagement Services	<b>Classification:</b>	Professional Officer Level 6
<b>Directorate:</b>	People and Engagement Services	<b>Tenure:</b>	Full time, Continuing

### 1.0 Purpose

The Manager: Professional Learning leads the professional development of staff across Diocese of Toowoomba Catholic Schools (TCS), to achieve excellence in educational service delivery within schools and the Toowoomba Catholic Schools Office (TCSO). The role holder draws upon contemporary best practice in andragogy to develop and deliver high quality, asynchronous and synchronous professional learning using a variety of online and direct engagement tools. In collaboration with key stakeholders, the role holder ensures the effective coordination, prioritisation and delivery of all professional learning activities across TCS.

### 2.0 Experience and qualifications

#### Essential

- empathy with the values and ethos of the Catholic faith
- Masters level qualifications in education or another relevant discipline
- strong experience in the development, delivery, and coordination of professional learning
- minimum of 5 years' relevant experience in a similar role
- demonstrated experience working with Learning Management Systems
- demonstrated experience working with the Microsoft suite of products, including Office 365
- effective relationship building and influencing skills
- a current Class C driver licence and the willingness to travel
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one prior to commencement

### 3.0 Leadership Capabilities

#### 3.1 Thinking clearly

The Manager: Professional Learning demonstrates expertise in gathering the learning needs and priorities of the organisation in order to deliver a contemporary suite of professional learning that is accessible and effective in building the capabilities of TCS staff.

#### 3.2 Engaging others

The Manager: Professional Learning utilises high level interpersonal skills to collaborate with and engage others in the development of professional learning.

### 3.3 Leading and inspiring

The Manager: Professional Learning draws upon contemporary, evidence-based best practice in professional learning to deliver high-quality professional learning programs that strengthen staff capability, leadership, and the overall health of the organisation.

### 3.4 Delivering outcomes

The Manager: Professional Learning utilises the Professional Learning Management System to coordinate and prioritise professional learning across TCS; capturing key data to determine the efficacy of professional learning activities and the growth in capabilities across TCS staff.

## 4.0 Key result areas

4.1 lead the professional learning program for TCS

4.2 lead the development, implementation, and review of the Professional Learning Management System (PLMS)

4.3 in collaboration with key stakeholders, develop and deliver high quality professional development for leaders

4.4 contribute to and promote the development, alignment, attainment, and review of strategic goals for TCS

4.5 complete 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

## 5.0 Statement of responsibility

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 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.

## Duties Statement

### Manager: Professional Learning

#### 4.1 Lead the professional learning program for Diocese of Toowoomba Catholic Schools (TCS)

- lead the development and delivery of system-level professional learning programs for all staff
- lead the development, review and evaluation of professional learning policies, procedures, guidelines, and frameworks
- lead and coordinate staff induction programs
- lead and coordinate the professional learning calendar
- in collaboration with key stakeholders, develop contemporary solutions to meet teacher and other professional accreditation requirements, including the Religious Education Accreditation Program (REAP) and the scholarship subsidy program
- ensure that all legislative and regulatory professional development and training requirements are met for all staff

#### 4.2 Lead the development, implementation, and review of the Professional Learning Management System (PLMS)

- supervise the PLMS Coordinator in the development and delivery of the PLMS
- evaluate the efficacy of the PLMS in the management and coordination of professional learning activities
- develop and deliver key reports at an operational and strategic level in relation to the professional learning program
- develop the use of e-learning strategies and software to enhance the availability and impact of asynchronous learning

#### 4.3 In collaboration with key stakeholders, develop and deliver high quality professional development for leaders

- utilise industry best practice to develop and deliver engaging professional development programs for leaders
- develop leadership frameworks and professional development policies, procedures, and guidelines to grow leadership capabilities
- develop and coordinate leadership development programs across TCS
- contribute to the quarterly Leadership Forum agenda, including the delivery of professional learning activities
- collaborate with Senior Education Leaders (SELs) to ensure that the professional learning needs of principals and other senior leaders are met
- identify and develop the capability of emerging leaders within TCS

#### 4.4 Contribute to and promote the development, alignment, attainment, and review of strategic goals for the TCS

- contribute as a member of the People and Engagement Services Directorate (PES) to achieve the strategies set out in the TCS Strategic Plan
- participate fully in annual goal setting, monitoring and review of performance in collaboration with the Director: People and Engagement Services
- engage in personal professional development and learning activities to ensure the effective delivery of the key result areas for this role
- document and report on the progress of the professional learning program and initiatives in the TCS Strategic Plan, as required

**4.5 Complete 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**

- the employer may direct an employee to carry out such duties as are reasonable within the limits of the employee's skill, competence and training; consistent with the classification structure within the current agreement
- any direction issued by the employer shall be consistent with the employer's responsibilities to provide a safe and healthy work environment