



Role Description

Title:	Education Officer: Numeracy	Location:	Toowoomba Catholic Schools Office
Reports to:	Director: Education Services	Classification:	Professional Officer Level 5
Directorate:	Education Services	Tenure:	Continuing, Full time

1.0 Purpose

The purpose of the role is to work collaboratively, as part of the Education Services Directorate (ES), to support the implementation of key strategies that enhance leadership and teaching in the area of numeracy. The roleholder will be an integral member of the project team implementing the Diocese of Toowoomba Catholic Schools (TCS) Numeracy Strategy (Inspire Maths), using the Australian Curriculum. The role will provide support, as part of this team, to schools.

2.0 Experience and qualifications

Essential

- empathy with the values and ethos of the Catholic faith
- tertiary qualification in Education
- a minimum of 5 years' experience in classroom teaching or 3 years' experience in a similar role
- hold, or be eligible to hold, registration as a teacher in Queensland
- demonstrated ability to model effective classroom practice, observe teachers and provide feedback
- effective relationship building and influencing skills
- demonstrated experience working with the Microsoft suite of products
- advanced interpersonal and communication skills

Desirable

- mentoring and/or leadership experience in an educational setting
- interest and/or experience in the pedagogical practices of numeracy in classrooms
- experience in implementation of the 21st Century skills in Australian Curriculum Mathematics and Numeracy General Capability
- demonstrated ability to achieve outstanding academic success with students

3.0 Key result areas

- 3.1 work collaboratively with members of ES and other relevant key role holders to develop and deliver policy and strategic directions in the teaching of numeracy for TCS schools within the broader context of the ES Strategy
- 3.2 actively engage as a key member of the Diocesan Maths Improvement Strategy (Inspire Maths) team
- 3.3 provide expert advice in numeracy within ES and schools, based on contemporary research, system and school data, and through professional relationships with experts and associations
- 3.4 contribute to the development of a professional learning community in ES, fulfilling reporting and other accountabilities as required
- 3.5 contribute to and promote the development, alignment, attainment and review of the strategic goals for TCS and the ES Strategy
- 3.6 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

4.0 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

Education Officer: Numeracy Toowoomba Catholic Schools Office

3.1 Work collaboratively with members of the education Services Directorate (ES) and other relevant key role holders to develop and deliver policy and strategic directions in the teaching of numeracy for Diocese of Toowoomba Catholic Schools (TCS) schools within the broader context of the ES Strategy

- provide and share research on contemporary approaches to teaching and learning to enact effective pedagogy and build understanding
- synthesise research, student learning data and effective evidence-based practices in order to contribute to the development and implementation of teaching and learning policies and practices
- provide professional learning that incorporates shared vision and beliefs of contemporary approaches to teaching and learning
- contribute to the implementation of best practice and pedagogy in the teaching of numeracy

3.2 Actively engage as a key member of the Diocesan Maths Improvement Strategy (Inspire Maths) team

- work collaboratively with the Diocesan Maths Improvement Strategy (Inspire Maths) team to implement the project across schools, providing particular support for schools
- provide professional learning as part of implementing the Diocesan Maths Improvement Strategy (Inspire Maths) project
- contribute to the ongoing development of the current suite of professional learning resources, including a range of digital professional learning and classroom resources to support teachers

3.3 Provide expert advice in numeracy within ES and schools, based on contemporary research, system and school data, and through professional relationships with experts and associations

- establish and maintain professional relationships with key personnel in other sectors and associations
- provide advice on implementing, reviewing and understanding effective monitoring of teaching and learning and procedures to review data
- provide advice, information and professional support to ES personnel in relation to use of current research, and system and school data to inform and guide the development of teaching and learning practices
- model effective classroom practice, observe teachers and provide feedback

3.4 Contribute to the development of a professional learning community in ES, fulfilling reporting and other accountabilities as required

- participate in ES team meetings, planning and reporting processes
- participate in professional knowledge management and sharing, particularly research on effective teaching and learning practice

3.5 Contribute to and promote the development, alignment, attainment and review of the strategic goals for the TCS Strategy and ES Strategy

- contribute to planning and other directorate forums, gatherings and meetings that support implementation of ES Strategy specifically, and more broadly, the implementation of teaching and learning initiatives in schools
- participate as a member of a team in supporting schools in achieving excellence in teaching and learning
- document and report on the progress of initiatives in the ES strategy and the TCS strategic plan as required
- attend professional development as appropriate

3.6 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