



## Role Description

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|---------------------|------------------------------|------------------------|-----------------------------------|
| <b>Title:</b>       | Senior Education Leader      | <b>Location:</b>       | Toowoomba Catholic Schools Office |
| <b>Reports to:</b>  | Director: Education Services | <b>Classification:</b> | Senior Leadership Scale Level 2   |
| <b>Directorate:</b> | Education Services           | <b>Tenure:</b>         | Full time, 5 years                |

### 1. Purpose

The Senior Education Leader (SEL) provides support to principals, in a cluster of Secondary and P - 12 colleges, in leading their school communities through developing strong mentoring relationships with a focus on achieving the best possible learning outcomes for all students. The support that the role holder provides to principals is very much contextual; influenced by each principal's unique experience and capability and supporting their ongoing professional leadership development, the day-to-day management of the school; and, where necessary, supervision and direction, using contemporary, evidence-based practices.

The SEL oversees and supervises 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: Education Services (D:ES) on resource allocation, service delivery, and intervention. The role holder works closely with the D:ES in the development of system positions on teaching and learning and the associated processes.

### 2. Experience and qualifications

#### Essential

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

### 3. Key result areas

- 3.1 collaborate with principals of Secondary and P-12 colleges, relevant school staff and Toowoomba Catholic Schools Office (TSCO) cluster support staff to determine strategies, set targets and broker support to meet identified school teaching and learning needs
- 3.2 supervise, support, monitor and report 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 provide support, advice, and direction to the principals of a cluster of Secondary and P-12 colleges in exercising leadership and management of their school
- 3.4 lead the TCSO Secondary and P-12 cluster support group as a professional learning community
- 3.5 cooperate with Diocese of Toowoomba Catholic Schools (TCS) personnel, to assist school leaders and school communities to be part of the work of the Church
- 3.6 provide support in staffing and recruitment processes
- 3.7 collaborate and communicate with others to ensure that high professional standards are met
- 3.8 contribute to and promote the development, alignment, attainment, and review of the strategic goals for TCS
- 3.9 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. 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. 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

### Senior Education Leader

#### **3.1 Collaborate with principals of Secondary and P-12 colleges, relevant school staff and Toowoomba Catholic Schools Office (TCSO) cluster support staff to determine strategies, set targets and broker support to meet identified school teaching and learning needs**

- lead 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
- identify and determine strategies to meet school teaching and learning targets
- provide leadership in system processes to collect and interpret useful data that informs decision making in meeting school teaching and learning targets
- broker the required support across the cluster in the Education Services Directorate (ES) as well as across directorates, where multi-disciplinary, cross-cluster support is required to meet identified school needs

#### **3.2 Supervise, support, monitor and report 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**

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

#### **3.3 Provide support, advice, and direction to the principals of a cluster of Secondary and P - 12 colleges in exercising leadership and management of their school**

- provide advice, or source it as required, at the request of principals in matters relating to the leadership and management of the school
- assist in the development of TCS programs for the leadership and management development of principals throughout their appointment
- visit schools four times per year and be conversant with the details of each school community
- report regularly on staffing, job shares, contract arrangements, enrolment trends, school academic performance and the religious life of the school

#### **3.4 Lead the TCSO Secondary and P-12 cluster support group as a professional learning community**

- meet individually with Education Officers (EOs) each term for professional goal setting and performance development
- conduct regular cluster support group meetings according to agreed norms, ensuring that appropriate records are kept, and actions reviewed

- assist cluster team members in identifying areas for professional growth and accessing appropriate professional learning
- identify, in collaboration with the Director: Education Services, areas for professional growth and access appropriate professional learning

### **3.5 Cooperate with TCS personnel to assist school leaders and school communities to be part of the work of the Church**

- include the dimension of faith leadership as a normal part of discussions and work with principals
- include members of Catholic Identity and Mission Directorate (CIM) in relevant discussions and work with principals and school communities

### **3.6 Provide support in staffing and recruitment processes**

- collaborate with members of People and Engagement Services Directorate (PES) in relation to the recruitment of school staff and cluster team members
- advise and support the development of the TCS staffing schedule to meet school staffing needs, in collaboration with relevant school and TCSO staff

### **3.7 Collaborate and communicate with others to ensure that high professional standards are met**

- maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice
- understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service to TCS
- establish and maintain effective communication networks with stakeholders
- work collaboratively with stakeholders

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

- contribute as a member of ES to achieve the strategies set out in the ES Strategy and the TCS Strategic Plan
- attend professional development as appropriate
- document and report on the progress of initiatives in the ES Strategy and the TCS Strategic Plan as required

### **3.9 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