



Role Description

Title:	Education Officer: Mission and Identity	Location:	Toowoomba Catholic Schools Office
Reports to:	Manager: Mission and Identity	Classification:	Professional Officer, Level 5
Directorate:	Office of the Executive Director	Tenure:	Permanent, Full time

1.0 Purpose

The Education Officer: Mission and Identity provides expert advice and support consistent with the Catholic Identity Strategy to school leaders and staff, to enhance the faith lives of students and their meaningful engagement with the Catholic faith. The role holder supports school leaders and staff to develop meaningful curriculum, liturgical, and prayer experiences through the use of evidence-based strategies, best practice planning, pedagogy, and assessment in teaching Religious Education.

2.0 Experience and qualifications

Essential

- Active engagement with and commitment to the Catholic faith
- Masters level qualification in Religious Education/Theology or a related field
- deep familiarity with and experience in enacting the Religion Curriculum and the Religious Life of the School
- advanced interpersonal and communication skills for effective relationship building and influencing across a diversity of staff
- demonstrated experience working with the Microsoft suite of products
- an open Class C driver licence
- empathy with the values and ethos of the Catholic faith

Desirable

- experience in Catholic school leadership

3.0 Key result areas

- 3.1 provide expert advice based on extensive curriculum knowledge, evidence-based strategies, system and school data and compliance requirements to ensure quality enactment of the Religion Curriculum across Diocese of Toowoomba Catholic Schools
- 3.2 provide independent professional advice to school leaders and staff to ensure quality enactment of the Religious Life of the School (RLOS)

- 3.3 design, develop and implement professional learning programs and formation opportunities for school and Toowoomba Catholic Schools Office (TCSO) employees
- 3.4 work collaboratively with members of the Mission and Identity team to implement whole of system projects and reviews relating to the Mission and Identity Strategy in accordance with the TCS Strategic Plan.
- 3.5 collaborate and communicate with other members of the OED and the members of the other directorates within TCS to ensure that high professional standards are met
- 3.6 contribute to and promote the development, alignment, attainment and review of the strategic priorities for the Diocese of Toowoomba Catholic Schools (TCS)
- 3.7 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: Formation and Identity

3.1 Provide expert advice based on extensive curriculum knowledge, evidence-based strategies, system and school data and compliance requirements to ensure quality enactment of the Religion Curriculum across Diocese of Toowoomba Catholic Schools

- link Religious Education programs and events to the life and work of the school, parish, the Diocese and wider church
- produce school based, explicit, coherent, sequenced programs for Religious Education delivery drawn from the TCS Religion Curriculum P-12
- reconcile schools' Religious Education programs to ensure clarity of what (and when) teachers should teach and students should learn
- provide advice on the development of Religious Education programs which comprise specified curriculum content, general capabilities and cross-curriculum priorities and provide teachers with flexibility to cater for the diverse needs of students
- review and provide advice on areas for improvement regarding the schools' Religious Education programs to ensure they reflect the philosophy, content, focus, structure, academic rigour and assessment and reporting modes used in other learning areas to ensure recording in the Diocesan Learning Profile (DLP) or a documented school curriculum program
- travel to schools throughout the Toowoomba Diocese regularly to provide advice to Principals and APREs in the implementation of Diocesan Religious Education per the approved Religion Curriculum and the Religious Life of the School
- evaluate systemic compliance requirements in relevant areas

3.2 Provide independent professional advice to school leaders and staff to ensure quality enactment of the Religious Life of the School (RLOS)

- devise prayer, liturgy and local rituals which express and reinforce the assumptions, beliefs and values that underpin the ethos and charism of the school
- organise and oversee the provision of formation activities for staff and students
- generate symbiotic integration of the Religious Education Curriculum and the RLOS

3.3 Design, develop and implement professional learning programs for school and TCSO employees

- research, design and implement innovative strategies to develop teacher's knowledge in Religious Education
- provide ongoing development for APREs to increase capacity and proficiency in their roles
- develop and deliver individual differentiated professional learning opportunities for APREs which challenge, influence and build their capacity to engage and develop teachers in fields of Religious Education, RLOS and Catholic Identity
- advise and assist TCS schools in the design and provision of professional learning and spiritual formation for students and staff
- design structured formation for TCS staff and provide system-level professional learning accented at directorate needs

3.4 Work collaboratively with members of the Mission and Identity team to implement whole of system projects and reviews relating to the Mission and Identity Strategy in accordance with the TCS Strategic Plan

- complete systematic assessments of the school and office environment to discern and address issues relevant to the TCS strategic priorities
- exercise independence in reasoning, judgment and resolution related to specific areas of portfolio accountability
- provide high-level support as well as lead in collaboration with the Manager: Mission and Identity when required, significant whole of system projects and critical responsibilities that entail project design and longitudinal leadership, responsibility and autonomous reporting
- provide high-level support as well as lead in collaboration with the Manager: Mission and Identity when required, operational and strategic reviews of significant projects associated with the Mission and Identity Strategy in accordance with the TCS Strategic Plan.
- analyse and adapt key initiatives that are in alignment with the TCS Strategic Plan, to expediate projects and outcomes.
- evaluate, monitor and report on Religious Education outcomes and the effectiveness of school Religious Education programs to the Manager: Mission and Identity
- represent the Manager: Mission and Identity on inter-directorate working parties, interview panels, appraisal panels and external agencies

3.5 Collaborate and communicate with other members of the OED and the members of the other directorates within TCS 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

3.6 Contribute to and promote the development, alignment, attainment and review of strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)

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

3.7 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

- duties may include the completion of project work that presents itself during the course of the operational and strategic review of the actions associated with the Mission and Identity Strategy as outlined in the TCS Strategic Plan.