



Role Description

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

1.0 Purpose

The purpose of the role is to work collaboratively with multiple role-holders and interested parties across schools and the office to support the implementation of key strategies that enhance leadership, classroom practice, learning and wellbeing. The role-holder is skilled and knowledgeable across a broad range of areas pertinent to the work of schools and provides advice and support as determined by the principal in consultation with the Senior Education Leader.

2.0 Experience and qualifications

Essential

- Commitment to the Catholic ethos of the organisation and a genuine interest in the special nature and needs of Catholic education
- tertiary qualification in education
- experience in classroom teaching or 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 in classrooms
- experience in implementation of the 21st Century skills in Australian Curriculum
- demonstrated ability to achieve outstanding academic success with students

3.0 Key result areas

- 3.1 work collaboratively with relevant key role holders to develop and deliver key strategies that enhance leadership, classroom practice, learning and wellbeing in TCS schools
- 3.2 actively engage as a key member of the Toowoomba Catholic Schools Office team
- 3.3 provide expert advice in curriculum and pedagogy, based on contemporary research, system and school data, informed by strategic relationships with expert practitioners and professional associations
- 3.4 contribute to the development of a professional learning community, fulfilling reporting and other accountabilities as required
- 3.5 contribute to and promote the development, alignment, attainment and review of the TCS Strategic Plan and Integrated Strategies
- 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

Toowoomba Catholic Schools Office

3.1 work collaboratively with relevant key role holders to develop and deliver key strategies that enhance leadership, classroom practice, learning and wellbeing in TCS schools

- provide and share research on contemporary approaches to teaching and learning to inform effective pedagogy
- synthesise research, student learning data and evidence-based practices in order to contribute to the development and implementation relevant policies, frameworks and procedures
- provide professional learning that builds capacity and confidence of staff and sustains more effective, contemporary advances in teaching and learning
- be a confident demonstrator of successful and effective classroom practice including planning, teaching, assessing and reporting

3.2 Actively engage as a key member of the Toowoomba Catholic Schools Office team

- work collaboratively with a range of stakeholders to ensure the effective implementation of the Australian curriculum, providing differentiated support as required
- provide professional learning associated with the implementation of the Australian curriculum
- 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 curriculum and pedagogy based on contemporary research, system and school data, informed by strategic relationships with expert practitioners and professional associations

- establish and maintain strategic relationships with key personnel across dioceses, sectors and professions and active involvement in professional associations
- provide advice on implementing and evaluating effective classroom methods of collecting and monitoring student learning data and and effective ways of gaining the required information to inform planning and practice
- provide advice, information and professional support to a range of stakeholders in relation to use of current research, and system and school data to inform and guide the enhancement 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, fulfilling reporting and other accountabilities as required

- participate in staff meetings, planning and reporting processes
- participate in professional engagement and sharing with peers, particularly pertinent to effective teaching and learning practice

3.5 Contribute to and promote the development, alignment, attainment and review of the TCS Strategic Plan and Integrated Strategies

- contribute to planning of forums, gatherings and meetings that support the implementation of the Integrated Strategies specifically, and more broadly, the implementation of teaching and learning initiatives in schools
- participate as a member of a team in supporting schools to achieve excellence and equity in teaching and learning
- document and report on the progress of initiatives in the Integrated Strategies and the TCS Strategic plan as required
- attend professional development opportunities 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