



Role Description

Title: Education Officer: Learning Support Advisor **Location:** Toowoomba Catholic Schools Office

Reports to: Manager: Inclusive Education **Classification:** Professional Officer Level 5

Directorate: Education Services

1.0 Purpose

The purpose of the role is to work collaboratively across the Education Services (ES) to develop policy and strategic system direction in the area of inclusive educational practices, as well as design professional learning and resources supervised by the Manager: Inclusive Education. This collaboration includes guidance in the effective use of resources, financial and human, to support students. The role holder provides a source of specialised advice and professional support in inclusive teaching practices for students with diverse and challenging learning needs to schools.

The role holder works collaboratively with the Education Services Leadership Team to support Principals and staff with the delivery of efficient and effective school support systems.

The focus will be on

- student-centred approaches
- investment in building teacher practices in inclusive education
- leadership and whole-school approaches in inclusive education
- effective use of student outcome data.

2.0 Experience and qualifications

Essential

- Empathy with the values and ethos of the Catholic faith
- Advanced interpersonal and communication skills
- Tertiary qualification in learning support in education and a minimum of 5 years' experience in teaching or 3 years' experience in a similar role
- Hold, or be eligible to hold, registration as a teacher in Queensland
- Effective relationship building skills
- Desire and willingness to provide services in rural and remote school communities
- Demonstrated experience working with the Microsoft suite of products
- possession of a valid Queensland driver's licence

Desirable

- Coaching and/or Leadership experience in an educational setting
- Experience in Learning Support
- Post Graduate qualification in relevant area

3.0 Key result areas

- 3.1 Contribute to and promote the development, alignment, attainment and review of the strategic goals for the Diocese of Toowoomba Catholic Schools (TCS) Strategic Plan.
- 3.2 Within the broader context of the ES, work collaboratively with members of ES and other relevant key role holders to develop and deliver high quality policy, strategic directions in Learning Support, embedding Learning Support processes within school based teaching and learning.
- 3.3 Work collaboratively in support of ES and TCS to develop and provide professional learning for school support teams in alignment with current research and data regarding inclusive practices.
- 3.4 Develop professional relationships with school staff, relevant experts, associations and provide expert advice on high impact, evidence based learning support processes in schools reflective of school and system data and contemporary research.
- 3.5 Contribute to the development of a professional learning community in the ES fulfilling reporting and other accountabilities as required.
- 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 obligation.

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: Learning Support Advisor

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

- contribute to planning and other directorate forums, gatherings and meetings that support the implementation of the TCS Strategy specifically, and more broadly, the implementation of teaching and learning initiatives in schools.
- work across all clusters, supporting the Manager: Inclusive Education to develop support services in achieving excellence in Learning Support systems.

3.2 Within the broader context of the ES, work collaboratively with members of ES and other relevant key role holders to develop and deliver high quality policy, strategic directions in Learning Support, embedding Learning Support processes within school based teaching and learning

- provide and share research on contemporary approaches to Learning Support in schools to build an understanding of how to enact effective inclusive pedagogy.
- contribute to research based inclusive references in school policy, development and implementation.
- enhance inclusive practices in schools, particularly through the use of coaching and cycles of collaborative inquiry.
- develop supportive relationships across the Diocese and other agencies to build teacher capability.

3.3 Work collaboratively in support of the ES and TCS to develop and provide professional learning for school support teams in alignment with current research and data regarding inclusive practices

- design and present professional learning modules for school support teams in Learning Support processes in schools.
- provide ongoing professional support to and build collective capacity across SELs and Education Officers working with schools in the areas of Learning Support processes in schools.
- provide professional learning that incorporates shared vision and beliefs of contemporary approaches to effective inclusive practices in schools.
- respond to issues and concerns, from SELs, Managers and Education Officers, regarding Learning Support processes.
- in collaboration with ES staff, facilitate the development of a range of digital professional learning and classroom resources to support teachers in providing Australian Curriculum access for all students.

3.4 Develop professional relationships with school staff, relevant experts, associations and provide expert advice on high impact, evidence based learning support process in schools reflective of school and system data and contemporary research

- establish and maintain professional relationships with key Learning Support educators in other sectors and associations.
- provide professional learning to build capacity in school leadership teams in order that they can manage the development of learning support management systems in their schools.

- provide advice, information and professional support to ESD personnel in relation to use of current research, and system and school data to inform and guide the development of Learning Support processes in schools.

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

- participate in ESD team meetings, planning and reporting processes.
- participate in professional knowledge management and sharing, particularly research on effective learning support processes in schools.

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.

- 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 Education Services Directorate and TCS Strategic Plan or other directorate strategies.