

# Role Description



Diocese of Toowoomba  
Catholic Schools

## Position details

<b>Title</b>	Education Officer: Generalist
<b>Classification</b>	Professional Officer level 9
<b>Agreement</b>	Catholic Employers Single Enterprise Collective Agreement Diocesan Schools Queensland 2023-2026
<b>Reports to</b>	Manager: Learning and Innovation

## About Toowoomba Catholic Schools

Toowoomba Catholic Schools (TCS) is a community of 32 schools and the Toowoomba Catholic Schools Office. Spread across Toowoomba, the Darling Downs and South-West Queensland we are united, connected, progressive and focussed on providing high quality education in a distinctively Catholic environment.

Central to the commitment of all staff is our shared purpose of enabling full and flourishing lives.

Our values of dignity, potential and life underpin the culture, creating live-giving relationships where staff and students experience a strong sense of belonging, feel valued and succeed.

## About the role

The Education Officer: Generalist, as part of Education Services (ES), collaborates with and supports schools in the implementation of the Australian Curriculum across schools with Prep - Year 10 classes and the Queensland Curriculum and Assessment Authority Senior Syllabus for Year 11 and 12.

The role holder will provide high quality support in the areas of curriculum, pedagogy and assessment, including the delivery of mentoring and professional learning to build teacher capacity.

## Key duties and responsibilities

The Education Officer: Generalist is to fulfil the responsibilities of the role as outlined below:

1. Contribute to and promote the development, alignment, attainment and review of the strategic goals for the Diocese of Toowoomba Catholic Schools (TCS).
2. Work collaboratively with members of ES and other relevant key role holders to develop and deliver policy and strategic directions related to the TCS.
3. Design and develop a range of professional learning and classroom resources to support teachers in implementing the Australian Curriculum and QCAA Senior Syllabus.
4. Provide expert advice in implementing the Australian Curriculum and QCAA Senior Syllabus within ES and schools, and through professional relationships with experts and associations.
5. Collaborates and communicates with other members of ES and the members of the other directorates within TCS to ensure that high professional standards are met.
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.

## Mandatory requirements

The mandatory requirements for the Education Officer: Generalist role are listed below. The Executive Director: Catholic Schools may exercise discretion with regard to these requirements in exceptional circumstances.

- Registration (or eligibility for registration) as a teacher in Queensland.
- Formal tertiary qualification in education at Degree level.
- Demonstrated experience working with the Microsoft suite of products.
- Advanced interpersonal and communication skills
- A minimum of five years' teaching experience.
- A current driver's licence.

## Responsibilities of all TCS staff

- Support the values and Catholic ethos of TCS.
- Maintain personable and cooperative working relationships with colleagues and relevant stakeholders.
- Engage in appropriate professional development opportunities to maintain appropriate knowledge and capability related to the role.
- Uphold the TCS Code of Conduct and all Work Health and Safety requirements in accordance with policies and procedures.
- Complete other duties that are directed as needs change or grow. All requested duties will be consistent with the purpose and classification of a position and any relevant legal and/or industrial obligations.