

Role Description



Diocese of Toowoomba
Catholic Schools

Position details

Title	Director: Education Services
Classification	SES Level 1
Agreement	Common Law contract
Reports to	Executive Director: Catholic Schools

About Toowoomba Catholic Schools

Toowoomba Catholic Schools is a progressive and distinctive community comprising 33 schools and a central office across Toowoomba, the Darling Downs and South-West Queensland. Guided by our values of dignity, potential and life, we foster a culture of high standards, purposeful work and life-giving relationships. Our staff are valued, supported to succeed and connected by a strong sense of belonging. Through our shared commitment to honouring the dignity of every person, nurturing potential and enabling full and flourishing lives, we express what it means to be a distinctively Catholic community.

About the role

The Director: Education Services provides strategic leadership and oversight of education services across Toowoomba Catholic Schools, ensuring the effective implementation of the TCS Strategic Plan. The role articulates a compelling and progressive vision for Catholic education, centred on the learning, wellbeing and flourishing of every student.

The role leads the provision of responsive, evidence-informed education services that strengthen teaching, maximise student learning, engagement and wellbeing, and build the capability of teachers, leaders and classroom support staff. It positions TCS as a leader in educational practice, innovation and improvement.

Supported by a team of education specialists and support staff, the Director is accountable for leading system-wide educational improvement, strengthening student outcomes and advancing the educational mission of the Church through its schools.

Key duties and responsibilities

Fulfil the accountabilities of the role in accordance with Toowoomba Catholic Schools purpose and objectives, as outlined below.

1. Lead teaching and learning

- Collaborate with staff, students and families to develop, communicate and implement a compelling, progressive vision for Catholic Education.
- Facilitate a sense of ownership of and responsibility for student engagement and well-being by all staff.
- Cultivate professional working relationships between schools and the Office to capitalise on 'systemness', ensuring that all schools and the Office are united in their understanding of and commitment to the TCS vision, mission and values.
- Lead and monitor system-wide implementation of the Australian Curriculum and QCAA requirements to maximise student learning, engagement, opportunity and wellbeing.

We value



Dignity



Potential



Life

- Ensure system-wide approaches to classroom practice are known and supported and examples of excellence are identified, shared, and scaled within and between schools.
- Provide up-to-date, timely advice on relevant matters impacting on, or likely to impact on system priorities and integrated strategies.
- Ensure legislative and regulatory accountability requirements pertaining to the proper expenditure of Government funding for the provision of educational services and programs are met.
- Promote and model lifelong professional learning as an essential habit of expert practitioners and leaders.
- Lead the systematic analysis and interpretation of student learning, engagement and wellbeing data to evaluate impact, identify priorities and inform strategic planning, intervention and resource allocation.
- Lead system-wide approaches that promote equity, inclusion and culturally responsive practice, ensuring that diverse learners, including students with disability, First Nations students and students experiencing disadvantage, are supported to participate, learn and flourish.

2. Develop self and others

- Model professionalism and integrity in all relationships with staff and students.
- Oversee and manage the work of the Education Services team to ensure it is effective, accountable and responsive to the needs of schools and the Office.
- Provide direction, feedback and guidance to the Education Services team to ensure service to schools aligns with school AAPs and TCSO integrated strategies.
- Ensure the Education Services team has the capability, flexibility and capacity to provide timely, evidence-informed support that responds to identified school needs and system priorities.
- Lead school renewal and principal performance and development review processes in accordance with TCS frameworks, policies and procedures.
- Utilise the TCS Leadership Framework as the foundation for refining school and system leadership capability, with particular focus on educational leadership.
- Foster a culture in which established practices are regularly reviewed and tested, evidence informs innovation, and teams develop practical responses to complex educational challenges.
- Stay abreast of global and national education trends and the possible implications and opportunities for TCS
- Develop and oversee plans, priorities and budgets for the Education Services portfolio, aligning people and resources with strategic priorities and evaluating the impact and value of services provided to schools.

3. Lead improvement, innovation and change

- Identify and capitalise on strategic opportunities which position TCS as a leader in educational reform and practice.
- Stay abreast of the latest educational research and development and bring this to bear in ELT discussions and strategic planning.
- Establish and implement review processes to regularly critique and evaluate the ongoing need and effectiveness of services to schools.
- Promote a culture of subsidiarity by encouraging regular reflection, review and reform of classroom practice within schools.

- Facilitate and lead system change initiatives utilising system change management structures, supports and personnel.
- Oversee educational risk, quality assurance and compliance across the portfolio, ensuring that emerging issues are identified early, appropriate controls are maintained and the Executive Leadership Team receives clear advice on educational performance and risk.

4. Leading organisational culture

- Contribute to all aspects of strategic planning processes, particularly those that pertain to the development and updating of key TCS Education frameworks, procedures, policies and guidelines.
- Provide leadership to all staff within the Office, whilst maintaining particular responsibility for Education Services staff.
- Model the desired professional standards and conduct expectations of all staff.
- Actively lead and participate in all staff meetings and gatherings designed to strengthen workforce culture and to communicate key messages to staff.
- Report to the Toowoomba Catholic Schools Council, as required, on performance, progress against agreed priorities and significant matters within the role's areas of responsibility.
- Ensure relevant policies, procedures and practices remain current and aligned with legislative and regulatory requirements, organisational priorities and TCS risk appetite.
- Ensure regular communication and advice to the Executive Leadership Team to ensure members are well-informed on matters impacting, or likely to impact on TCS.
- Access relevant specialist advice as required to inform decisions and mitigate organisational risk
- Represent the Executive Director from time to time as delegated.

5. Engaging and working with community groups

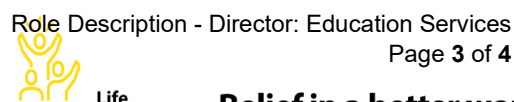
- Develop and maintain positive working relationships with clergy, parents, school advisory councils, Parent Engagement Networks, Church agencies and community groups.
- Build and maintain strategic relationships with government, Church, education and community partners to strengthen collaboration, influence policy and promote the interests and reputation of TCS.
- Maintain a visible and supportive presence in schools, engaging with leaders, staff and students to understand local contexts, monitor the impact of system initiatives and strengthen connections between schools and the Office.

6. Lead the development of professional learning communities within and across schools and the Office to strengthen collective efficacy, professional practice and shared accountability for student outcomes.

- Lead and encourage relevant staff participation in meetings, working parties, and reference groups, aimed at gathering staff and student voice to monitor progress, maintain ownership and strengthen alignment.
- Lead, support and participate in professional development opportunities, with particular emphasis on sharing effective teaching and learning practice and student information.
- Encourage professional learning communities as forums for peer-to-peer learning and accountability.

7. Undertake other duties consistent with the purpose, scope and classification of the role, as directed by the Executive Director: Catholic Schools.

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Belief in a better world

About you

Essential criteria

- The successful candidate must be a practising Catholic who regularly participates in the life of the Church and demonstrates a strong commitment to its mission in education.
- The successful candidate must hold a relevant master's degree in education, leadership or a related field.
- The successful candidate must hold current registration, or be eligible for registration, with the Queensland College of Teachers.
- The successful candidate must have significant experience in a senior educational leadership role.
- The successful candidate must demonstrate the capacity to lead, mentor and develop high-performing teams.
- The successful candidate must demonstrate advanced interpersonal and communication skills.

Key success criteria

- Demonstrated commitment to the mission, values and ethos of Catholic education, with the capacity to give visible and authentic leadership to the educational mission of the Church.
- Demonstrated success in leading system-wide improvement in teaching, learning and student outcomes through effective use of evidence, research and data.
- Demonstrated capacity to articulate and implement a compelling vision for Catholic education; lead and develop high-performing multidisciplinary teams; influence and support school and system leaders; manage improvement, innovation and change across a complex education system; and build trusted relationships with Church, government, education and community stakeholders.
- Demonstrated strategic judgement, political acumen and executive-level communication skills, including the capacity to provide clear advice, manage competing priorities and make sound decisions in complex and sensitive contexts.

Responsibilities of all TCS staff

- Support the values and Catholic ethos of the organisation.
- Maintain personable and cooperative working relationships with colleagues and relevant stakeholders.
- Engage in appropriate professional development opportunities to upskill knowledge and understanding 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 by your employer as needs change or grow. All requested duties will be consistent with the purpose and classification of this position and any relevant legal and/or industrial obligations.