



POSITION DESCRIPTION

POSITION TITLE:	System Learning & Teaching Adviser - Primary
SECTION:	Learning & Teaching
REPORTS TO:	Director – Learning & Teaching
CLASSIFICATION:	Professional Officer – Level 5
AWARD:	Professional Officers Certified Agreement
LOCATION:	Townsville Catholic Education Office, Kirwan

BACKGROUND

Townsville Catholic Education supports 29 schools in our Diocese, located in a region extending to Mount Isa in the west, Proserpine in the south and north to Ingham. The Catholic Diocese of Townsville provides a diverse range of education choices including primary, secondary and Prep-to-Year 12, as well as kindergarten and child care facilities. Each provides a high educational standard in a caring and stimulating environment. The Diocese has a growing Indigenous education program and some of our schools offer both boarding and day-student facilities.

We employ more than 2,100 teaching, professional and ancillary staff to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be a contributing member of the community in their adult lives.

PURPOSE OF THE ROLE

This position exists to provide advice and guidance to School Service Teams, school leaders and teaching staff on matters of most effective pedagogy, curriculum and teaching practice within the primary schooling context (specialising in Years 3-6), with the aim of supporting the achievement of quality outcomes for students and promoting the ongoing development of Catholic Education.

KEY ACCOUNTABILITIES

- The System Learning & Teaching Adviser - Primary works within the Townsville Catholic Education Office “Framework for System Leadership” enabling him/her to work across the network of schools and to be part of the circle of influence affecting this network.
- The position liaises proactively with School Service Teams to provide specialist advice which supports both a) delivery of high quality and timely advice to primary school leaders and teachers on matters of curriculum, pedagogy and school performance; and b) the development and implementation of initiatives in their portfolio area (Curriculum/Indigenous Education/Religious Education).
- Working in collaboration with the relevant School Service Team member, the System Learning & Teaching Adviser also engages with School Leadership Teams, School Learning & Teaching Advisers and the teaching workforce on curriculum development and pedagogy matters affecting primary schools.

- The System Learning & Teaching Adviser – Primary serves as a key source of expertise regarding policy, research, best practice and regulatory requirements relevant to primary curriculum, pedagogy and professional learning; the position draws on this expertise to design and lead professional development capacity building initiatives across TCE and act as a conduit between TCE and professional bodies in these matters.
- The position also draws on significant classroom experience, contemporary research, learning data and policy knowledge to design specific professional learning opportunities and resources with a focus on the alignment of curriculum, pedagogy, assessment and reporting practices for primary schools.
- The position acts as a conduit between TCE's ICT function and the Curriculum portfolio by providing advice and oversight to school-based ICT specialists regarding best practice application of technology in the curriculum and teaching practice.
- The position manages the implementation of portfolio initiatives for primary schools, coordinating advice and support from Curriculum, Indigenous Education and Religious Education Advisers and liaising with schools as required.
- The position also provides advice and support to the Director – Learning & Teaching regarding TCE's response to national (e.g. Australian Curriculum) and state-wide policy, ensuring alignment to the Catholic ethos and the organisation's strategic pillars and best-practice.

EXAMPLES OF ACTIVITIES UNDERTAKEN

The following is a list of activities in which the role holder may engage. This list is not inclusive of all activities that may be undertaken by the role holder in the carriage of the role.

Catholic Identity

- Support the embracing of Townsville Education Office's Strategic Directions
- Support a consistent approach to spiritual formation opportunities as offered by Townsville Catholic Education Office
- Support effective links between TCEO staff, schools, parents, pastors and parishes.

Education

- Collaborate with Curriculum Advisers to determine the curriculum support needs of TCE primary schools and design services to address these needs
- Collaborate with Indigenous Education Advisers to determine the pedagogical and teaching practice support needs of indigenous students at TCE primary schools and design services to address these needs
- Assist schools to collect reliable and valid data and to bring a degree of uniformity to the collection and analysis of data so a system performance can be more accurately measured
- Facilitate an ongoing dialogue to contribute to best practice in the delivery of services

- Collaborate with School Service Teams and school leaders to support the achievement of school improvement targets.

Stewardship

- Attend and contribute to regular Learning & Teaching team meetings, as well as School Service Team meetings as required
- Collaborate with System Learning & Teaching Adviser peers to share knowledge and ensure a consistent approach to service delivery
- Contribute to a culture of Reflection, Self-review and Continuous Improvement across TCEO and its schools
- Actively engage in promoting emerging TCEO goals
- Report to the TCEO Leadership Team on performance and progress in matters of primary curriculum, pedagogy and professional development.
- Coordinate, manage and develop programs from a range of TCEO system portfolios as they relate to primary education.

Community

- Establish collaborative advisory relationships with School Service Teams with the ultimate goal of delivering the highest quality advice and support to schools
- Collaborate with Education Consultants to determine the professional development needs of School Service Teams and design services to address these needs
- Encourage a network of professional learning communities across the schools in the TCE system
- Utilise the Townsville Catholic Education Office Leadership Framework to assist the professional growth of school leaders and to align professional learning at school, cluster and system level.

Future Focus

- Ensure provision of advice is aligned to strategic School Renewal Plans and goals
- Assist School Service Teams and school leaders to forecast and plan for likely future directions in curriculum and educational policy
- Provide constructive and supportive feedback as part of the performance development process for School Service Team members.

STATEMENT OF RESPONSIBILITY

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies. There should be a clear understanding of the Governance structure.

The major responsibility of this role is the support of Catholic education and school leadership in the development and maintenance of quality educational outcomes in schools in the Diocese of Townsville.

The role is one of partnership with the leadership of Townsville Catholic Education and the community of Principals in the integration and alignment of systemic and school community perspectives and priorities.

The role holder will exercise due discretion in relation to referral of matters to other authorities within the Townsville Catholic Education Office (TCEO).

The System Learning & Teaching Adviser – Primary role will require the role holder to perform duties of a cultural and symbolic nature.

MANDATORY REQUIREMENTS

- Current Working with Children Suitability Card or eligibility.
- Current Driver's Licence
- Ability to travel from time to time within the Townsville Diocese
- The employee will be expected to abide by the Statement of Principles for Employment in Catholic schools, the Staff Code of Conduct and other Diocesan guidelines.
- Ability to perform the physical requirements of the role in a safe manner.

ROLE REQUIREMENTS

Qualifications

- Appropriate Tertiary qualifications
- Registration or eligibility for registration with Queensland College of Teachers
- Full accreditation to teach/teach Religious Education in a Catholic school.

Experience

- Experience in education at school leadership team level or above
- Significant successful teaching experience in primary schools (Catholic schools highly desirable)
- Experience in the application of contemporary educational policy and research
- Experience in curriculum development and innovation.

Knowledge

- Sound understanding of the Mission and Purpose of Catholic Education
- Deep knowledge of school leadership roles and the challenges and opportunities they provide in adding value to the learning journeys of students in the Catholic Education context
- Deep knowledge of primary education policy, research, best practice and regulatory requirements
- Deep knowledge of primary curriculum (including State and Federal curriculum directions), pedagogy and professional learning practice
- Knowledge of the Queensland Board of Teacher Registration requirements
- Knowledge of Diocesan policy and procedures.

Skills

- Outstanding interpersonal skills, including an ability to build and maintain productive relationships with a broad stakeholder group
- Ability to influence and support behaviour and practice change without asserting direct line management
- Ability to work in a matrix structure and effectively manage time commitments and relationships to achieve shared outcomes
- Effective analytical skills necessary to provide advice to the Director-Learning & Teaching on a range of issues concerned with Industrial Relations, Legal Issues, Employment Planning, Staff Development and School Management
- Ability to work with colleagues in a professional, informed, flexible and caring manner
- Well-developed capacity for creative and strategic thinking in the areas of problem-solving and future directions.

AUTHORITY LIMITS

Full authority is delegated by the Executive Director through the Director-Learning & Teaching to produce the desired outcomes.

In the areas outside policy guidelines, or where dismissal or disciplinary action are possible, authority is limited to recommendation only.

Authority to commit funds extends only within the approved budgets and/or special approvals as determined by the Executive Director, in keeping with Townsville Catholic Education Office policy or delegated authorisation.

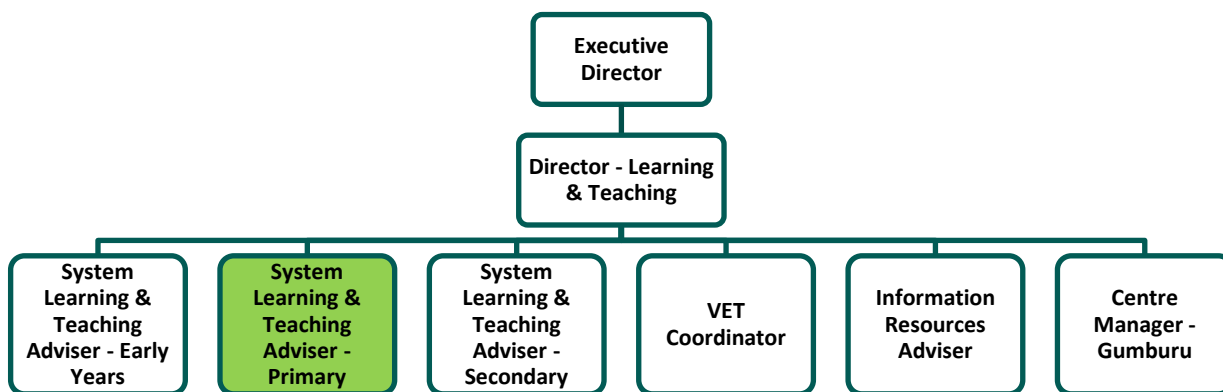
Authority exists to delegate as appropriate within the scope of the position.

Authority exists to interview some or all members of a school staff as appropriate.

REPORTING & OTHER RELATIONSHIPS

The System Learning & Teaching Adviser is responsible to and reports to the Director-Learning & Teaching who in turn is responsible to the Executive Director. Significant relationships exist with all School Service Teams (comprising Education Consultants, Curriculum Advisers, Religious Education Advisers and Indigenous Education Advisers). Significant relationships will also exist with school Principals and their Leadership Teams, though in many cases these relationships will be brokered by the appropriate School Service Team member.

There are a number of other significant relationships within the Catholic Education Office. These include those with members of the Strategic Leadership Team, TCEO Executive Leadership Team, the In Office Group, TCEO Curriculum Team, TCEO Religious Education Team, Indigenous Education Services Team, Finance and Employee Services Team, ICT, Student Protection, Inclusive Education, Capital and Workplace Health and Safety.



STATEMENTS

I have read and understand the responsibility of the position described in this Position Description. I agree to be employed under such conditions.

Employee

Name: _____

Signature: _____

Date: _____