



**Catholic
Education**
Diocese of Cairns

Learning with Faith and Vision

Catholic Education Services, Cairns Consultant - Data Informed Learning

**Fixed Term Position (3 year contract)
38 Hours Per Week
Commencing: As soon as possible**

***This role holds a substantive permanent teaching position in
the Cairns Diocese***

Applications Close: 5pm, Friday 15 January 2021

Applications are invited from suitably qualified and experienced candidates for this position.

Intending applicants must:

- Be fully supportive of the ethos of Catholic Education;
- Be fully committed to creating and maintaining a child safe organisation;
- Be registered or be eligible to register with Queensland College of Teachers.

Catholic Education Services is an equal opportunity employer.



1. Complete Employment Application Form

Complete the attached Employment Application Form. Please notify your referees that you are applying for this position and ensure you have their consent to nominate them. It is the Applicant's responsibility to ensure all referee information provided is accurate and contact details are correct. A referee from your current or most recent line manager must be included.

2. Covering Letter (Maximum 2 Pages)

Provide a covering letter outlining your experience and reason for applying for this position.

3. CV/Resume (Maximum 2 Pages)

Provide a CV/Resume which includes:

- Education
- Employment history (position, organisation, employment dates)
- Professional memberships
- Professional Development (any other courses you have completed or are currently enrolled in)

4. Supporting Documentation

Provide supporting documentation which include:

- Qualifications and academic transcripts
- Registration:
 - Working with Children Blue Card
 - Professional Membership

QUICK TIP

Current employees are not required to provide supporting documentation.

5. Submit Application

Submit your application comprising of:

- Employment Application Form
- Covering Letter
- CV/Resume
- Supporting Documentation

Submit To: Diane Street
Catholic Education Services
Cairns QLD 4870
Ph: (07) 4050 9700
Email: dstreet@cns.catholic.edu.au

You will receive confirmation of receipt of your application.

Employment Application Form

Position Applied For:

PERSONAL PARTICULARS

Title: Mr Mrs Ms Miss Other

SURNAME:

PREVIOUS SURNAME:

GIVEN NAMES:

PREFERRED NAME:

RESIDENTIAL ADDRESS:

POST CODE:

POSTAL ADDRESS: AS ABOVE

POST CODE:

HOME PHONE:

MOBILE:

EMAIL:

RELIGION:

TEACHER APPLICANTS ONLY:

HAVE YOU OBTAINED OR WORKING TOWARDS QUALIFICATIONS IN RELIGIOUS EDUCATION?

REFEREES

In order to make an informed decision on your suitability for the position, Catholic Education will require to speak to referees that you nominate. A referee is a person that can provide us with detail in respect to your work ethic, **safe guarding children**, experience and competency. Please list two referees, including a line manager in your most recent position. For teaching positions, you must include a line manager in your most recent education position, eg Principal. A Church Representative/Religious or Clergy reference is defined as a Parish Priest, Bishop or member of a religious order. We reserve the right to request an additional referee if we believe a person has not been fully forthcoming.

Referee 1 (Line Manager)

Name:

Position:

Organisation:

Mobile:

Email:

Referee 2 (Employer)

Name:

Position:

Organisation:

Mobile:

Email:

Referee 3 (Church Representative)

Name:

Position:

Organisation:

Mobile:

Email:

Referee 4 (Other Professional)

Name:

Position:

Organisation:

Mobile:

Email:

EMPLOYMENT HEALTH DECLARATION

If you are successful in securing an interview with Catholic Education, you will be required to complete an Employment Health Declaration. The purpose of this declaration is to ensure that you are fully able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your health or safety.

WORKING IN THE DIOCESE OF CAIRNS

The Catholic school system is an integral part of the Church. The Catholic Diocese of Cairns extends from Cardwell in the south, west to the Northern Territory border including the Atherton Tablelands, and north to gulf country, Cape York Peninsula and the Torres Strait Islands. With the exception of schools in Weipa, Cooktown and Thursday Island, all schools and colleges are within two hours driving time from Cairns.

Catholic Education Services is the Diocesan education office. Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education Services, who is the employer of all Catholic Education staff in the Diocese. Further information about Catholic Education in the Diocese of Cairns is available from the website: www.cns.catholic.edu.au

EMPLOYMENT REQUIREMENTS

Any appointment to a teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee demonstrating appropriate qualifications and registration with the Queensland College of Teachers Registration. Any appointment to a non-teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee being eligible to apply for and obtaining a Working With Children Blue Card unless the appointee is a registered Health Practitioner performing within their professional area. For more information please visit www.bluecard.qld.gov.au.

Employment is conditional upon the appointee demonstrating eligibility of Working Rights in Australia.

Catholic Education has zero tolerance for abuse. All employees have a responsibility for promoting and safeguarding the wellbeing of children and young persons that they are responsible for or come into contact with.

Employment is conditional upon the acceptance of the Statement of Principles for Employment in Catholic Education and for teaching position the attainment of Accreditation to Teach Religion in a Catholic School. To view the Statement of Principles, visit www.cns.catholic.edu.au and click on Employment / Agreements, Schedules & Awards.

EMPLOYMENT COLLECTION NOTICE

In submitting this application for employment you agree that you will not seek access to references provided by third parties or to confidential notes or reports made by us relating to your application for employment. We seek your agreement in this regard to ensure that referees are not inhibited from providing complete and accurate references as to your suitability for the position.

In applying for this position and submitting your application for employment you will be providing Catholic Education Services with personal information, for example your name, address and information contained in your resume. We will collect and record this information in order to assess your application. To view Catholic Education's Privacy Policy, visit www.cns.catholic.edu.au and click on About/Privacy. Your records will be kept on file for a three-month period only pending your employment within the Diocese.

DECLARATION

If submitting electronically, typing your name below denotes supplying your signature

I agree to the conditions of the Employment Collection Notice. I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my employment. I declare that the information I have provided in this application is true and correct at the time of submission. I have read, understood and accept that the Statement of Principles referred to above are contractual obligations underpinning employment with Catholic Education - Diocese of Cairns.

Signature:

Date:

Please indicate how you became aware of this vacancy:

CES Website

Facebook

Teacher on Net

SEEK

Catholic Jobs Online

Newspaper: Please specify:

Other: Please specify:

POSITION TITLE:	Consultant – Data Informed Learning
SECTION:	Learning & Teaching
REPORTS TO:	Leader – Data Informed Learning
CLASSIFICATION:	CES Office Salary Scale, Level 8 (\$116,955 to \$129,945 gross per annum)
AUTHORISATION:	Executive Director

CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education Services – Diocese of Cairns (CES), consists of twenty-nine (29) schools including twenty (20) primary schools, two (2) Prep to Year 12 Colleges and seven (7) Secondary Colleges, which includes a Special Assistance College with campuses in Cairns and Cooktown. All schools, except the dual campus Our Lady of the Sacred Heart School, Thursday Island and Hammond Island, Weipa and Holy Spirit College, Cooktown campus, are within a two-hour drive of Cairns.

CES is committed to building communities of learning that provide a safe, nurturing and academically challenging environment for all students.

Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education. Through a team of professionals, the Executive Director manages and facilitates several significant and particular delegations that include:

- Support of the mission of the Church as delivered through Catholic Education.
- Support of schools by providing services that strengthen school capacity.
- Provision of leadership and forward planning to develop organisational capability.
- Distribution to schools of government allocated funds and their accountability.
- Monitoring of quality of schools and compliance/accountability with requirements of governments, Church, and parents.
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach.

PURPOSE OF THE ROLE

This position calls for an experienced educator with enthusiasm and commitment to work in a challenging and rewarding role, providing Catholic educational leadership for Learning and Teaching services through coordination, advocacy, representation, and delivery of services to support the Mission of Catholic Education in the Diocese of Cairns.

The role will provide support and future insight primarily in the area of learning and teaching and to collaborate with Principals, school staff and CES teams to enhance and extend a focus on school improvement through the analysis and use of data. This professional position will assist leadership teams to set educational performance goals through the examination of current and trending data sets.

The role operates with reference to the CES System Improvement Plan (SIP) learning data and how it informs practices which facilitate improved student outcomes across the Diocese.

The Consultant performs the role cognisant of and in harmony with the vision, mission, and values of Catholic Education in the Cairns Diocese. The role holder is a staff member of Cairns Catholic Education Services and contributes to the culture and work in a spirit of collaboration and subsidiarity.

Discretion, judgment, and consultation are required in planning professional functions related to services, operations, and processes. Duties are performed under the guidance of the Leader – Data Informed Learning and the Director – Learning and Teaching in collaboration with schools and other Catholic Education staff as required.

The role holder has co-responsibility and co-accountability to improve learning and wellbeing outcomes for all students in our Catholic schools and colleges in the Diocese.

One of the key purposes of the role is to build the capacity of staff in CES, schools and colleges.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Typical duties performed may include, but are not limited to the following:

- Support organisational data needs in response to organisational and school improvement priorities and develop and implement strategies to ensure these needs are met;
- Work collaboratively with school leaders, school staff and CES teams to develop a performance culture based on the collection, interpretation, analysis, and management of data in context of the SEF, SIP and SAIPs;
- Implement strategies to proactively engage employees in the use of data from sources such as NAPLAN, PAT tests, AEDC and other diagnostic mechanisms, as the basis for student, school, and system improvement;
- Develop the capacity of School Leaders, Catholic Education Services staff, and school staff to enhance school impact through:
 - i. The collection, interpretation and analysis of student, school, and corporate data (including demographic, perception, context, process, and student learning data);
 - ii. The development of school's capacity to utilize the Business Intelligence reporting tool within the School Information Systems;
 - iii. Building the capacity of School Leaders and school staff to embed the use of data and information in school planning and reporting processes.
- Work with Principals and school staff to enhance the alignment between curriculum planning, teaching, assessment and reporting and the learning needs of our diverse range of students by using data to measure impact.
- Assist with the production of various reports including NAPLAN Analysis and Yr. 12 Outcomes for differing audiences such as Board of Governance, school Leadership, school staff and the general public.
- Maintain appropriate behaviours when engaging with children.
- Support the ongoing management of BI tool/s including maintaining data integrity; managing data uploads and flows; and school-based support and problem solving, including helpdesk.
- Assist with the coordination of school-based data networks for specific purposes such as NAPLAN online.
- Other tasks as requested by the Leader – Data Informed Learning, Director Learning and Teaching and/or Executive Director.

SHARED ACCOUNTABILITIES AND COLLABORATION

The role holder will:

- Carry out the role with demonstrable, regular, and sustained collaboration to deliver common projects with members of School Effectiveness Teams and the Directorates of Learning and Teaching, Leadership and Professional Learning, Student Wellbeing and Diversity, Identity and Outreach and school personnel so as to support the needs of the system.
- Play a key role in the Learning and Teaching directorate and collaborate with other roles holders to develop literacy in the use of data to inform learning and teaching as well as drawing on a deep and current knowledge of school contexts and a constantly evolving body of evidence to contribute to the planning of teams.
- Collaborate with IT and SIS teams, other staff, groups, and external consultants in order to plan for and facilitate meeting the needs and priorities of the system.

GENUINE OCCUPATIONAL REQUIREMENTS

The role holder will have demonstrated:

- Facilitate the prevention of child harm by recognising and responding appropriately
- An understanding of and commitment to Catholic Education.
- Strong operational knowledge of the system BI Tool or equivalent Data Systems.
- Capacity in data analysis to inform learning processes.
- P - 12 Curriculum knowledge and skills.
- Experienced and competent user of digital technologies in both classroom and facilitation contexts.
- Competence and ability to appropriately use contemporary tools in the 21st century classroom.
- Knowledge and understanding of current syllabuses, guidelines and state and national reform agendas.
- Capacity to plan, coordinate and deliver professional learning.
- Demonstrated capacity to work collaboratively within teams and school communities.
- Excellent oral, written administrative and presentation skills.
- Capacity to work independently.

Physical requirements of the position:

- Work is normally performed in a typical interior office and/or classroom environment.
- Manoeuvring within the office/school environment appropriate to the position.
- Frequent driving of a motor vehicle.
- Frequent use of telecommunication and electronic equipment.

MANDATORY QUALIFICATIONS AND REQUIREMENTS

The role holder will have:

- A demonstrated commitment to the objectives, vision, and ethos of Catholic Education.
- Highly developed understanding and experience in systematic curriculum delivery.
- A minimum of 5 years' classroom experience.
- A Master's degree (or equivalent) in a relevant discipline, working towards completion or willingness to commence.

- An ability to build positive relationships within professional learning networks that affect improvement in learning.
- Ability to work across a range of educational contexts.
- Current Queensland College of Teachers Registration or the ability to obtain.
- A demonstrated ability to communicate at all levels of the school community
- A current motor vehicle driver's license and be able to travel within and outside the diocese.
- A demonstrated commitment to maintaining child safety at all times.

RELATED DOCUMENTS

- Statement of Principles for Employment in Catholic Education.
- Code of Conduct for Employees of Catholic Education.
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland 2015-2019.

ADDITIONAL INFORMATION

The role holder will possess:

- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns.
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.

EMPLOYEE ACCEPTANCE

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

Employee Name: _____

Signature: _____ **Date:** _____