



POSITION DESCRIPTION

Position:	Teaching and Learning Consultant	Location:	CEO Rockhampton
Reports to:	Assistant Director: Teaching and Learning	Date:	September 2018
Classification:	CEO Scale	Status:	Full-time
Employee Name:			

Mission

The mission of Catholic Education Office is to accept a call from God to serve the educational communities of the Diocese of Rockhampton.

Organisational environment

Catholic Education, Diocese of Rockhampton is one of five Diocesan Education Authorities throughout Queensland. The Diocese stretches from Bundaberg in the South to Mackay in the North and West to Longreach and beyond to the Northern Territory border. Schools and colleges provided by the Catholic Education Office are organised into four geographic regions. In each region these schools are supported by an Assistant Director Schools through whom communication between the principal and the local school community, on the one hand, and the Catholic Education Office (CEO), on the other hand, are maintained.

Each Catholic school is self-managing, but not self-governing. Each Catholic school operates according to the mandate of the Diocesan Church, and its leader, the Bishop of the Diocese. The Bishop delegates responsibility for the provision of Catholic Education to the Director of Catholic Education.

The CEO covers three areas of Ministry; Catholic schools, Adult Faith Education and Formation and Religious Education in state schools.

Purpose of the position

The purpose of the Teaching and Learning Consultant is to provide quality service to educational communities in the Diocese of Rockhampton by:

- providing support and leadership in curriculum P-6;
- working as a member of the Curriculum Support Team to:
 - support the development of the vision for curriculum in Catholic schools
 - provide support, expertise and advice for specific projects
 - assist with the planning and implementation of the strategic vision.

Major Duties:

The duties of the Teaching and Learning Consultant include:

Relational

- assisting members of the school communities to articulate a shared curriculum vision
- promoting and supporting the implementation of developmentally appropriate practice in the early years of schooling
- supporting professional learning communities to establishing whole school practices in literacy
- using data systems to inform curriculum decisions and continue professional learning reflections
- designing and leading professional learning opportunities for class teachers to assist with curriculum differentiation
- demonstrating a range of strategies through modelling lessons
- supporting Assistants to the Principal: Curriculum and School Curriculum Officers in development and/or review of school learning area overviews
- providing advice about the various and appropriate means of assessing, moderating and reporting
- collaborating with Assistants to the Director: Schools, Principals, Assistants to the Principal: Curriculum and School Curriculum Officers
- contributing to the professional development of members of school communities (teaching staff, teacher assistants, parents) when requested
- networking and working collaboratively with relevant personnel within and across dioceses, systems, the Queensland Curriculum and Assessment Authority and universities
- providing advice to the Assistant Director: Teaching and Learning
- working as a member of the Curriculum Support Team

Functional

- preparing and publishing relevant resource materials for schools on to the Diocesan google sites
- organising and conducting professional development activities
- organising and conducting teleconferences / video conferences as required
- responding to documents as requested
- providing a copy of schedules of visits to relevant personnel
- completing term reports as required
- attending professional development
- performing other duties as required by the Assistant Director: Teaching and Learning

Authority limits

- full authority is delegated to the Teaching and Learning Consultant from the Director to produce the desired outcomes
- there is no authority to commit funds.

Education:

- Bachelor's Degree in Education (or similar)

Reporting and other Relationships:

The Teaching and Learning Project Officer reports to the Assistant Director: Teaching and Learning.

Workplace Health & Safety Responsibilities

- Each staff member is responsible for ensuring his/her health and safety by:
- Complying with health and safety instructions.
- Taking action to avoid, eliminate or minimise hazards.
- Making proper use of personal protective equipment.
- Not wilfully placing at risk the health and safety of own self and others.
- Seeking information and advice when necessary.
- Being familiar with hazard/accident/reporting and emergency evacuation procedures

(Workplace Health and Safety Act-Qld).