

<b>POSITION TITLE:</b>	<b>Consultant Formation</b>
<b>SECTION:</b>	<b>Identity and Outreach</b>
<b>REPORTS TO:</b>	<b>Director Identity and Outreach</b>
<b>CLASSIFICATION:</b>	<b>CES Office Salary Scale, Level 8</b>
<b>AUTHORISATION:</b>	<b>Executive Director</b>

## CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education Services in the Diocese of Cairns is a dynamic and growing organisation that is actively inviting schools to co-create with us, schools that are places of rich learning for now and into the 22<sup>nd</sup> Century.

Our vision is to *offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.*

Catholic Education Services is committed to this vision through Co-Leadership with schools to build communities of learning that provide a safe, nurturing and academically challenging environment. Our schools are places where we create opportunities for every student and every staff member so that they are inspired to contribute to our society, innovate, explore possibilities, and achieve excellence.

Catholic Education Services in the Diocese of Cairns embraces thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 colleges and eight (8) secondary colleges. One of these colleges is a Special Assistance College with campuses in Cairns, Cooktown, and Edmonton. This community also includes Catholic Education Services located in Cairns itself. Over the next five years there are two new schools planned.

All schools and colleges, except three, are within a two-hour drive of Cairns. Cooktown, Waibeni Island (Thursday Island) and Weipa are accessed by daily flights and located in some of the most beautiful parts of the country. In total, there are 11 500 students and 1500 staff.

Leadership and strategic management of Catholic Education Services is the responsibility of the Executive Director of Catholic Education. Through a team of professionals, and in Co-Leadership with principals, the Executive Director manages and facilitates a number of significant delegations which 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 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

Our staff are supported to experience success and satisfaction in their vital role.

Cairns also offers many lifestyle opportunities that can be found in few other places and is surrounded by World Heritage listed areas including the Great Barrier Reef and the Daintree Rainforest, all within an hour's journey from the growing City of Cairns. It is the gateway to our Asian neighbours with direct flights to China, Japan and Singapore as well as having direct flights to all the east coast capital cities, Darwin, and Queensland's Sunshine and Gold Coasts.

## PURPOSE OF THE ROLE

This position calls for a highly experienced educator with enthusiasm and commitment to work in a challenging and rewarding role, providing Catholic educational leadership for Identity and Outreach services through creation, collaboration and coordination of services to support the mission of Catholic Education in the Diocese of Cairns.

In this role the Consultant will assume special responsibility in the key area of staff formation and development in the Catholic Tradition in the Diocese as they relate to the SIP (System Improvement Priorities) and the SAIP (School Annual Improvement Plan). Primarily, the role will entail working closely with the Director Identity and Outreach and Leader Formation in developing a comprehensive professional learning program to enhance the religious literacy of teachers and ensure quality educational outcomes in schools in the Diocese of Cairns. A key focus for this role is coaching and support to build capacity at service and school level.

### ***It is intended that the consultant will:***

- Model and promote a strong commitment to the Catholic ethos and the mission and objectives of Catholic Education.
- Provide leadership and facilitate the ongoing strategic development of a Catholic professional learning community.
- Collaborate with the Identity and Outreach and other relevant Directorates to implement programs and partnerships for faith formation to bring students, parents and staff to a deeper understanding of and engagement in the life of the Catholic and broader Australian faith community.
- Collaborate with the Identity and Outreach team and other relevant Directorates to review, develop and implement a contextually appropriate Religious Education curriculum in schools and colleges of the Cairns Diocese
- Assist with the implementation of strategic intents for the Identity and Outreach Directorate.
- Proactively support Diocesan initiatives

The Consultant Formation 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 Director Identity and Outreach in collaboration with the Identity and Outreach staff 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:***

#### **Inspiring and animating the Catholic Tradition**

- In partnership with the Director Identity and Outreach, leads the CES community to understand and act upon contextually appropriate formation experiences, including Catholic Social Teaching, in particular the preferential option for the poor, which invites staff, students, parents and the broader community to understand and live our Catholic tradition
- Works in partnership with the Director Identity and Outreach, Leader Formation, APRE's and senior leaders to create and deliver systematic and sustained formation programs including Beginning Teacher retreats, Senior Leader Retreats, Parent formation programs, Staff Week O, The Emmaus Retreat and an induction program for APRE's.

**Engage and build capacity**

- Demonstrates leadership in liturgy and prayer by planning and delivering key liturgies and prayers for the CES and broader community throughout the year.
- Formation support for and delivery of professional learning initiatives, using the *Encounter* Catholic Identity Framework to inform professional learning, including APRE Professional Learning Days, Principals Retreat and Catholic Values Across the Curriculum.
- In conjunction with the Director Identity and Outreach coordinate: an annual conference focused on Catholic Identity and the Enhancing Catholic School Identity (ECSI) Project; activities and experiences for National Identity weeks (eg. Catholic Schools Week, NAIDOC Week, ACY Week)
- Work in partnership with school leaders and teachers, to develop resources and implement processes as outlined in the School Annual Improvement Plan, System Improvement Plan and School Effectiveness Framework.
- Maintain appropriate behaviours when engaging with children

**Collaborate and develop resources**

- Support the Director Identity and Outreach in generating online resources to enhance the Catholic School Identity Project and recontextualised resources for the Religious Education Curriculum.
- Work collaboratively with the Director Identity and Outreach and staff, to ensure that Religious Education Curriculum programs and online resources reflect the faith and tradition of the Church in a highly contemporary and practical way.
- Using the Diocesan and particular schools ECSI data develop strategies, pedagogies and experiences that Enhance Catholic School Identity.
- In collaboration with APREs and Learning and Teaching, coaches teaching staff in Religious Education in the implementation of the approved Religious Education Curriculum and the Religious Life of the School. This may consist of peer teaching.
- Supports schools in the planning, teaching, assessing and reporting in Religious Education.
- Other duties as requested by the Director Identity and Outreach 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.
- Collaborate with other staff, groups and external consultants in order to plan for, critique and facilitate meeting the needs and priorities of the system.

## GENUINE OCCUPATIONAL REQUIREMENTS

**The role holder will have demonstrated:**

- Capacity to think strategically, implement effectively, see a project to successful conclusion and evaluate accordingly
- Capacity to plan, coordinate and deliver professional learning.
- Ability to work across CES teams and communicate and report on agreed initiatives.
- Self-motivation with the ability and commitment to work in a collaborative team environment.
- Ability to demonstrate leadership and management skills.
- Excellent relational skills.
- High level of ability to communicate, consult and negotiate.
- Capacity to accept responsibility for own work.

- Experienced and competent in the use of digital technologies.
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others.
- Ability to maintain a high level of confidentiality.
- Ability to prioritise workloads and manage multiple tasks with competing timelines.
- Commitment to creating a positive workplace culture and reducing the risks to physical and mental health in the workplace.
- Facilitate the prevention of child harm by recognising and responding appropriately.

## 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 strong demonstrated commitment to the objectives, vision and ethos of Catholic Education.
- Highly developed understanding and experience in and personal commitment to spiritual formation and Catholic Education.
- Senior leadership experience (APRE/Director of Mission/AP or Principal) and current experience and demonstrated effectiveness in Religious Education teaching in Catholic Education – preferred.
- A Master's degree, working towards or willingness to commence with subjects completed in Religious Education, Theology, Scripture or related discipline.
- An ability to build positive relationships within professional learning networks that effect improvement in learning.
- A demonstrated knowledge and commitment to integrating contemporary learning principles within P-12 Religious Education Curriculum.
- Ability to work across a range of educational contexts.
- A demonstrated ability to communicate at all levels of the school community
- Current Queensland College of Teachers Registration or have the ability to obtain such.
- A current motor vehicle driver's license and be able to travel within and beyond 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

## ADDITIONAL INFORMATION

- The appointee to this position will be required to complete a period of 6 months' probation, in accordance with The Fair Work Act 2009.

### 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:** \_\_\_\_\_