

<b>POSITION TITLE</b>	Leading Teacher
<b>SERVICE AREA</b>	Student Services
<b>DIRECTORATE</b>	Learning
<b>REPORTS TO</b>	Manager Student Services
<b>CLASSIFICATION</b>	EA Teachers
<b>DATE APPROVED</b>	November 2017

## Role Purpose

As part of the mission of the Catholic Church in the Diocese of Parramatta, the Leading Teacher is accountable for supporting the system strategic intent of improving learning outcomes for all students.

## Key Accountabilities

### FUNCTION SPECIFIC ACCOUNTABILITIES

- Collaborating and consulting with teachers and leaders to design and implement Learning, Wellbeing and Inclusion frameworks to improve learning outcomes for students with additional needs
- Contribute to the development and implementation of Student Services strategy within schools to develop whole school processes to improve student outcomes
- Mentor and collaborate with teachers to enable professional learning and develop capability to execute effective learning interventions
- Working systematically to conduct risk assessment and management plans
- Collaborating with school teams to promote partnerships with parents, carers and community.

### LEVEL SPECIFIC ACCOUNTABILITIES

#### Catholic ethos

- Be supportive of the ethos of the Catholic Church
- Participate in staff liturgical and formation opportunities

#### Team contribution

- Understand and contribute to the delivery and continuous improvement of relevant strategic initiatives and operational plans
- Deliver and report on day-to-day performance and accountabilities to ensure effective and efficient service delivery
- Engage in continuous learning and contribute positively to a collaborative and respectful working environment aligned with the culture and values of CEDP

#### Risk and compliance

- Contribute and adhere to policies and processes within CEDP
- Identify and report risks and where possible propose appropriate mitigation strategies

## Required Standards

The standards and expected level of proficiency are integral to the role and will be used as the basis for assessment of suitability and performance.

Standards Framework			
Standard group		Standard name	Expected level of proficiency
Behavioural	Individual	Self-Development / Continuous learning	A
		Adaptability	S
	Interpersonal	Collaboration and communication	A
		Responsibility and ownership	S
	Analytical	Planning, organising and problem solving	S
Leadership	Leadership	Delegation	S
		People development	S
		Leading a team	S
		Understanding of the organisation's mission	S
		Strategic positioning	P
Technical / Functional	Technical / functional	Attention to detail	S
		Knowledge & application of Policies, Procedures, and Processes	A
		Knowledge & application of Industry, Emerging Trends and good practice	S

Key: P = Proficient, S = Skilled, A = Advanced, E = Expert

## Typical Experience and Qualifications

- Tertiary qualifications in the relevant area of study
- Appropriate demonstrated experience

Catholic Education Diocese of Parramatta is a modern working environment that requires the agility of staff to respond to a changing educational context and the needs of our communities. CEDP may amend the duties and responsibilities of staff in accordance with changing circumstances and business needs.