

<b>POSITION TITLE:</b>	<b>Consultant – Data Informed Learning</b>
<b>SECTION:</b>	<b>Learning &amp; Teaching</b>
<b>REPORTS TO:</b>	<b>Leader – Data Informed Learning</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 22nd 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 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.
- Promote 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 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:** \_\_\_\_\_