

Annexure "I"

Role
Statement**CATHOLIC EDUCATION OFFICE – TOOWOOMBA DIOCESE**
DRAFT (2004) – ROLE STATEMENT

- 1.0 Position Title**
Senior Education Officer – Staff & School Development Services
- 2.0 Purposes and Scope of Role**
- 2.1 PURPOSE**
Supervise, support and report operation of schools' leadership and provide consultancy for staff and school development.
- 2.2 KEY RESULT AREAS**
- 2.2.1 Supervision, encouragement and support of school leaders are exercised.
- 2.2.2 Consultation and support in regard to staff and school development are provided.
- 2.2.3 Catholic Education Office representation duties undertaken.
- 2.2.4 Professional skills and knowledge are current.
- 3.0 Statement of Responsibility**
- 3.1 One of the key groups of services provided by the Toowoomba Catholic Education Office, centres around staff and school development. The major functional responsibilities are found in the Officer Charter, with which it is essential that every roleholder be familiar.
- 3.2 The Catholic Education Office aims to nurture a life-giving Catholic culture (to) foster opportunities for holistic education (through) quality service, support and promotion (for) student, family, school, parish and agency development. (Diocese of Toowoomba Catholic Education Charter)
- 3.3 The support of Principals is a critical element of Catholic Education and it is support to which the role of the Senior Education Officer is directed. Such support and supervision will flow from a vision for the Catholic School which is based on Gospel values of faith, hope, love and compassion.
- 3.4 Whilst there are some supervisory elements to it, the process of the role is essentially advisory.
- 3.5 Supervision, encouragement and support are given to Principals through communication and visitation which employs processes of consultation, collaboration, networking, alignment, pastoral care and empowerment of school communities. The roleholder will assist with the formation of a vision for quality leadership in Catholic Education. Successful experience as a school administrator is essential as is a knowledge and practice of contemporary education.
- 3.6 The statement "The Teacher in the Catholic School" by the Diocese of Toowoomba has been prepared to inform the Catholic community of the teaching ministry within the Catholic school. It assists those whose responsibility it is to select, appoint and support teachers. It is an essential resource along with the Employment Guidelines in ensuring suitable staff are employed in Catholic schools in the Diocese of Toowoomba.

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- 3.7 As a member of the Staff & School Development Services Team it is expected that the roleholder will, on a number of occasions, and even regularly, represent the Catholic Education Office. This may be because of his/her particular portfolio responsibilities or at times because of his/her unique gifts.
- 3.8 Personal professional development is needed in order to maintain competency and effectiveness in role performance. It is therefore presumed that the roleholder will avail himself/herself of opportunities in a planned way.
- 3.9 The roleholder, who is appointed on contract for five year periods, has the right to expect, and will be accorded a comprehensive and collaborative review during the first three months of the last year of his/her contract. This performance review will be based on the key result areas of this role.

4.0 Prescribed Functions and Examples of Activities Undertaken and/or Services Provided.

- 4.1 Supervise and consult with Principals with regard to leadership and management.
- 4.2 Visit schools formally on an annual basis and informally as needed.
- 4.3 Conduct annual formative Principal Performance Reviews.
- 4.4 Support the management of significant issues (eg. teachers with special needs)
- 4.5 Assist and support staff recruitment, appointment and relocation when and as required.
- 4.6 Participate in induction programmes for early career teachers and principals.
- 4.7 Support schools boards.
- 4.8 Support school renewal activity.
- 4.9 Undertake professional development as appropriate.

5.0 Authority Limits

- 5.1 The roleholder is delegated by the Director, through the Head of Division: Staff & School Development Services the necessary authority to produce the desired outcomes. Such delegations will be within policy, supervision, budget, legal and ethical parameters.

6.0 Reporting and Other Significant Relationships

- 6.1 The roleholder is responsible to and reports to the Head of Division: Staff & School Development Services. Other relationships of significance include members of the Leadership Team, other Catholic Education Office personnel (especially those in the Staff & School Development Team), Primary and Secondary School Principals, Diocesan Education Board, Diocesan General Manager – Finance and Administration and certain members of the QCEC Secretariat.