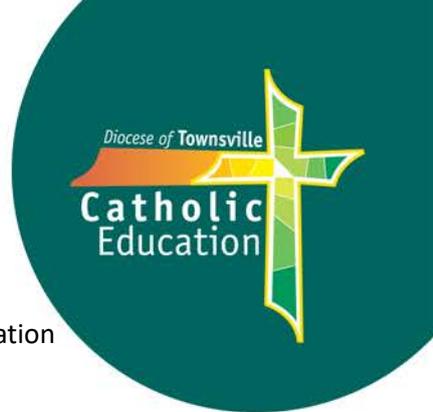


# POSITION DESCRIPTION



**POSITION TITLE:** System Learning & Teaching Adviser – Religious Education  
**SECTION:** Catholic Identity & Indigenous Education Services  
**REPORTS TO:** Director – Catholic Identity & Indigenous Education Services  
**CLASSIFICATION:** Professional Officer – Level 5  
**AWARD:** Professional Officers Certified Agreement  
**LOCATION:** Townsville Catholic Education Office, Kirwan

## OUR ORGANISATION

Townsville Catholic Education (TCE) supports 29 schools within the Diocese, located throughout a diverse region both urban and rural extending to Mount Isa to the west, Proserpine to the south and north to Ingham. The Catholic Diocese of Townsville provides a diverse range of education choices including primary, secondary and prep-to-year 12, as well as kindergarten and child care facilities. Each provides a high educational standard in a caring and stimulating environment. The Diocese has a growing Indigenous Education Program with some of our schools offering both boarding and day-student facilities.

TCE employ in excess of 2,500 teaching, professional and ancillary/support employees to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be a contributing member of the community in their adult lives.

Please visit our website for additional information <https://www.tsv.catholic.edu.au/>

## OUR SYSTEM VISION

*“The promotion of the human person is the goal of the Catholic school”*

*THE CATHOLIC SCHOOL ON THE THRESHOLD OF THE THIRD MILLENNIUM, 1998*

OUR VALUES		JESUS TEACHES US:	
<b>COMMUNITY</b> <small>(John 13)</small>	The greatest commandment Jesus teaches us is to Love God, Love others.	<b>LOVE</b> <small>(John 4:7-26)</small>	Love is the core value of the Gospels.
<b>PROMOTING LIFE IN ABUNDANCE</b> <small>(John 10:10)</small>	God wants us to live life to the full.	<b>INCLUSION</b> <small>(Luke 15:1-10)</small>	God invites all to live in God's love, including those that might be excluded by society.
<b>HOPE</b> <small>(Luke 24:15-35)</small>	We can all hope for the fullness of glory with God because God is faithful to His promises.	<b>RECONCILIATION</b> <small>(Luke 15:9-32)</small>	Jesus' supreme act of love in dying on the cross reconciled humankind to God.
<b>JUSTICE</b> <small>(Matthew 23:39-40)</small>	Jesus lives the virtue of justice: rendering to all of us a message of living for others even unto death.	<b>LIBERATION</b> <small>(Luke 4:18-21)</small>	God frees us from all evil if we trust in God and live our life in God.
<b>COMPASSION</b> <small>(Luke 10:30-37)</small>	In Jesus' life of love we witness the compassion of God - his acts of mercy towards others.		

## ABOUT THE ROLE

The major responsibility of the System Learning & Teaching Adviser – Religious Education is the support of Catholic education and school leadership in the development and maintenance of quality educational outcomes in schools in the Diocese of Townsville.

This position exists to provide advice and guidance to School Service Teams and school leaders on matters of effective pedagogy, curriculum and teaching practice within the Religious Education context, with the aim of supporting the achievement of quality outcomes for students and promoting the ongoing development of Catholic Education.

The role of the System Learning & Teaching Adviser – Religious Education is one of partnership with the leadership of TCE and the community of Principals in the integration and alignment of systemic and school community perspectives and priorities.

## Key Accountabilities

- The System Learning & Teaching Adviser – Religious Education works within the Townsville Catholic Education Office (TCEO) “Framework for System Leadership” enabling him/her to work across the network of schools and to be part of the circle of influence affecting this network
- Liaise proactively with School Service Teams to provide specialist advice which supports the delivery of high quality and timely advice to school leaders and teachers on matters of Religious Education curriculum and pedagogy
- Manage the implementation of Religious Education portfolio initiatives, coordinating advice and support from Religious Education Advisers and liaising with schools as required
- Collaborate with the Director – Catholic Identity & Indigenous Education Services and liaise with Diocesan clergy to develop Catholic formation initiatives, and coordinate the delivery of these initiatives across TCE
- Maintain current and relevant knowledge on best practice and regulatory requirements for curriculum, pedagogy and professional learning as they relate to Religious Education, and act as a conduit between TCE and the Townsville Diocese and other relevant bodies (e.g. Qld Catholic Education Commission) in these matters
- Draw on this current knowledge to lead Religious Education capacity building initiatives across TCE and provide advice to School Service Teams regarding the continuous development of professional skills in this area
- Liaise proactively with school leaders to provide advice to School Leadership Teams and the teaching workforce on Religious Education curriculum development and pedagogy as required
- Provide advice and support to the Director – Catholic Identity & Indigenous Education Services regarding TCE’s response to national and state-wide policy which affects Religious instruction in schools, ensuring alignment to the Catholic ethos and the organisation’s strategic pillars.

## STATEMENT OF RESPONSIBILITY

The carriage of the role will always presume the role-holder’s responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

There should be a clear understanding of the Governance structure.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic Schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of one's self or others.

Employees will:

- Adhere to Work Health and Safety instructions
- Promote a commitment to safe work practices
- Be familiar with workplace incident, hazard and accident reporting and emergency procedures
- Take reasonable action to avoid, eliminate or minimise risk and hazards
- Utilise personal protective equipment
- Participate in the development of a safe and healthy workplace
- Seek information and advice as necessary and comply with instructions.

The System Learning & Teaching Adviser – Religious Education will exercise due discretion in relation to referral of matters to other authorities within the TCEO.

The System Learning & Teaching Adviser – Religious Education role will require the role holder to perform duties of a cultural and symbolic nature.

## ABOUT YOU

### Experience

- Recent Religious Education leadership experience in a Catholic School within the K-12 range
- Demonstrated successful experience coaching and supporting school staff to implement Religious Education programs, and competency in preparing and presenting professional development for teachers in an adult learning environment
- Experience in the application of contemporary Religious Education policy and research
- Experience in curriculum development and innovation

### Knowledge

- Sound understanding of the Mission and Purpose of Catholic Education
- Deep knowledge of school leadership roles and the challenges and opportunities they provide in adding value to the learning journeys of students in the Catholic Education context
- Deep knowledge of Church policy, research, best practice and regulatory requirements, theology (assessment & reporting), Catholic formation and Religious Education curriculum and teaching practice
- Deep knowledge of contemporary curriculum (including State and Federal curriculum directions), pedagogy and professional learning practice
- Knowledge of the Queensland Board of Teacher Registration requirements
- Knowledge of Diocesan policy and procedures

### Skills

- Outstanding interpersonal skills, including an ability to build and maintain productive relationships with a broad stakeholder group
- Ability to influence and support behaviour and practice change without asserting direct line management
- Ability to work in a matrix structure and effectively manage time commitments and relationships to achieve shared outcomes
- Effective analytical skills necessary to provide advice to the Director-Catholic Identity & Indigenous Education Services and Executive Director on a range of issues concerned with

Industrial Relations, Legal Issues, Employment Planning, Staff Development and School Management

- Ability to work with colleagues in a professional, informed, flexible and caring manner
- Well-developed capacity for creative and strategic thinking in the areas of problem-solving and future directions.

### Mandatory Criteria/Professional Registration/Other

- Ability to perform the physical requirements of the role in a safe manner
- Appropriate Tertiary qualifications
- Registration or eligibility for registration with Queensland College of Teachers
- Full accreditation to teach/teach Religious Education in a Catholic school
- A minimum of 8 semester units of post graduate study in Religious Education, Scripture, Theology, Catholic Ethos
- Current Working with Children Suitability Card or eligibility
- Current Driver's Licence
- Ability to travel from time to time within the Townsville Diocese.

### Desirable Criteria

- Certificate IV Assessment and Workplace Training.

### HOW YOU WILL BE ASSESSED

How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom. You will be assessed on your ability to demonstrate the following four capabilities: Personal, Professional, Rational and Organisational within context to the key accountabilities identified above. You will be expected to integrate knowledge, skills and attitudes within scope of the TCE Leadership Domains of: Catholic Identity, Education, Stewardship and Community in line with the Strategic Direction, Vision and Values.

## Identity and Ethos

### Strategic Organisational Leadership Success

<b>Catholic Identity</b>	<b>Education</b>	<b>Stewardship</b>	<b>Community</b>
--------------------------	------------------	--------------------	------------------

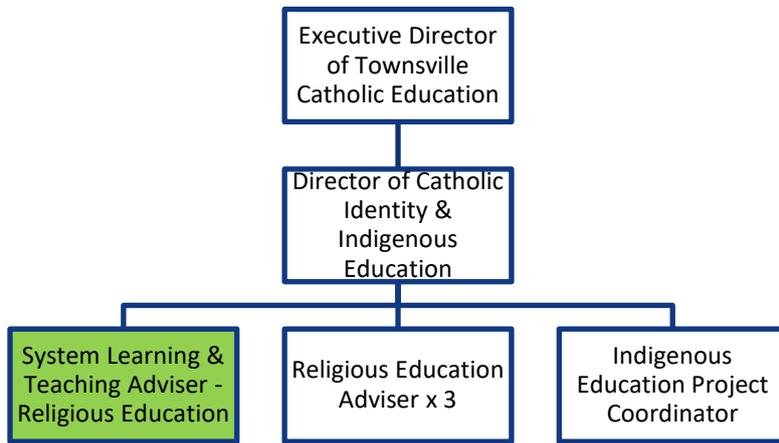
<b>Capabilities</b>	
<b>Personal</b>	<b>Professional – Knowledge and Understanding</b>
Engages in self-reflection	Is contextually aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
Demonstrates intellectual acuity	Shapes and implements change processes
Displays a sense of self-efficacy and personal identity	Demonstrates appropriate styles of decision making
Uses intuition as well as logic and reason	Inspires a collegial purpose and vision
Projects confidence, optimism and resilience	Develops efficient and robust structures and systems
Exemplifies honesty and integrity	Focuses on core outcomes and accountabilities

Demonstrates ethically responsible behaviours	Engages in workplace learning and relevant professional development
Is morally courageous	Operates with a sound educational focus
Demonstrates a commitment to personal spiritual growth	Operates with a spirit of service and professionalism
Displays imagination and vision	Develops moral purpose
Integrates work and personal life	Demonstrates capacity to provide professional support
Engages with the Catholic culture	
Is culturally sensitive	
<b>Social and Interpersonal</b>	<b>Organisational</b>
Is relationally adept	Gives priority to the Church's mission in education
Is emotionally mature	Engages in strategic and future thinking, aware of the big picture
Is guided by the spirit and teachings of the Gospel	Develops organisational capacity to respond to contemporary and future needs
Communicates with influence	Avoids imposing old paradigms on new realities
Is authentically present	Fosters a growth promoting workplace
Displays a trusting disposition	Exercises principled and ethical stewardship
Cultivates collaborative and productive working environments	Contributes to organisational sustainability
Engages in positive politics	Builds a sharing organisational culture that focuses energies and talents
Nurtures leadership capability in others	Operates in fidelity to Catholic social teaching and environmental responsibilities

## REPORTING & OTHER RELATIONSHIPS

The System Learning & Teaching Adviser – Religious Education is responsible to, and reports to the Director - Catholic Identity & Indigenous Education Services who in turn is responsible to the Executive Director. Significant relationships exist with all School Service Teams (comprising Education Consultants, Curriculum Advisers, Religious Education Advisers and Indigenous Education Advisers). Significant relationships will also exist with school Principals and their Leadership Teams, though in many cases these relationships will be brokered by the appropriate School Service Team member.

There are a number of other significant relationships within the Catholic Education Office. These include those with members of the Strategic Leadership Team, TCEO Executive Leadership Team, the In Office Group, TCEO Curriculum Team, other members of the TCEO Religious Education Team, Indigenous Education Services Team, Finance and Employee Services Team, ICT, Student Protection, Inclusive Education, Capital and Workplace Health and Safety.



## ACKNOWLEDGEMENT

I have read, understand and acknowledged the scope responsibility of the position outlined in this Position Description.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Appendix A

### EXAMPLES OF ACTIVITIES UNDERTAKEN

*The following is a list of activities in which the role holder may engage. This list is not inclusive of all activities that may be undertaken by the role holder in the carriage of the role.*

#### **Catholic Identity**

- Support the embracing of TCEO's Strategic Directions
- Support a consistent approach to spiritual formation opportunities as offered by TCEO
- Support effective links between TCEO staff, schools, parents, pastors and parishes
- Support Religious Education Advisers to translate the TCEO's Strategic Directions for schools in their cluster, with a particular emphasis on creating a system-wide approach to Catholic Identity
- Support a consistent approach to spiritual formation opportunities as offered by TCEO
- Foster effective links between schools, parents, pastors and parishes.

#### **Education**

- Collaborate with Religious Education Advisers to determine the Catholic formation and Religious Education support needs of TCE schools and design services to address these needs
- Collaborate with Curriculum Advisers to determine the ensure the integration of Catholic Identity with curriculum reviews and planning activities for schools, with a system-wide view
- Collaborate with Indigenous Education Advisers to ensure the integration of Catholic Identity with programs and approaches for indigenous students, with a system-wide view
- Manage and broker strategic planning for the support of professional development and renewal of staff in Catholic Identity and spiritual formation practices, including theology, Catholic Schooling and the Catholic ethos
- Assist schools to collect reliable and valid data and analyse it to inform student formation and Religious Education outcomes
- Facilitate an ongoing dialogue to contribute to best practice in the delivery of services
- Collaborate with School Service Teams and school leaders to support the achievement of school improvement targets.

#### **Stewardship**

- Attend and contribute to regular Catholic Identity & Indigenous Education Services team meetings, as well as School Service Team meetings as required
- Collaborate with System Learning & Teaching Adviser peers to share knowledge and ensure a consistent approach to service delivery
- Coordinate, manage and develop programs from a range of TCEO system portfolios as they relate to Catholic Identity and Religious Education.
- Contribute to a culture of reflection, self-review and continuous improvement across TCEO and its schools
- Actively engage in promoting emerging TCEO goals
- Report to the TCEO Leadership Team on performance and progress in matters of Religious Education curriculum, pedagogy and professional development.

#### **Community**

- Establish collaborative advisory relationships with School Service Teams with the ultimate goal of delivering the highest quality advice and support to schools
- Collaborate with Education Consultants to determine the Catholic formation and professional development needs of School Service Teams and design services to address these needs
- Encourage a network of professional learning communities across the schools in the TCE system

- Utilise the TCEO Leadership Framework to assist the professional growth of school leaders and to align professional learning at school, cluster and system level.

**Future Focus**

- Ensure provision of advice is aligned to strategic School Renewal Plans and goals
- Assist School Service Teams and school leaders to forecast and plan for likely future directions in curriculum and educational policy
- Provide constructive and supportive feedback as part of the performance development process for School Service Team members.