

CATHOLIC EDUCATION DIOCESE OF BATHURST

The Diocese of Bathurst covers a large part of rural NSW extending from Bathurst, south to Oberon and Cowra, north to Coonamble; and west to Cowra and Eugowra; with major rural centres including Lithgow, Bathurst, Orange and Dubbo.

Catholic Education Diocese of Bathurst (CEDB) provides a diverse range of educational options, from primary schools in small rural communities to large secondary schools. CEDB provides support to 26 primary, 2 (K – 12), 1 (K- 10) and 4 secondary schools. In partnership with parents and parishes, their schools are committed to fostering Gospel values, academic excellence and life-long service in a faith-centred community.

With over 9,000 students and employing more than 1,200 staff, the Diocese covers a significant area of rural NSW. The Executive Director of Schools is Mrs Jenny Allen, appointed to the role in February 2012.

For further information please visit the CEO Bathurst website at www.bth.catholic.edu.au

POSITION DESCRIPTION

DATE:	May 2017
ROLE:	Consultant to Schools – Primary
RESPONSIBLE TO:	Executive Director of Schools
ACCOUNTABLE TO:	Executive Director of Schools
TEAM MEMBERSHIP:	CEDB Leadership Team

PURPOSE OF THE ROLE

The role exists to support schools to build and maintain a quality Catholic educational environment focused on high levels of learning and teaching. This is achieved through:

- Implementation of the Diocesan Strategic Plan
- Building capacity for school improvement
- Supporting and enhancing the leadership of Principals and School Executive Teams.
- Conducting School Reviews with a strategic intent.
- Implementation of System processes to enhance Catholic Identity and quality teaching and learning.
- Enabling the link with Catholic Education Diocese of Bathurst and school communities in a timely and appropriate manner.

KEY AREAS OF ACCOUNTABILITY

❖ RELIGIOUS LEADERSHIP

1. Actively promote the Vision and Mission of Catholic education in the Diocese:

- Strengthen the role of schools as instruments of evangelization
- Model the values inherent in Christ's teaching
- Ensure collaboration and stewardship underpins the leadership and management of the System of Schools, recognising the complementary roles of pastors, principals, parents and teachers in the ministry of Catholic education.
- Promote excellence in the implementation of the Religious Education curriculum.

2. Nurture, articulate and promote a living faith:

- Attend to one's continual faith formation as member of CEDB Leadership Team and member of local Parish.
- Nourish their own prayer life.
- Review and contribute to professional faith formation readings at CEDB Leadership Team meetings.

3. Develop productive and positive relationships:

- Support, strengthen and expand strategic partnerships and professional relationships within and between schools and with the CEDB.
- Respond to principal's concerns and school issues promptly and appropriately.
- Work with other dioceses and agencies as appropriate e.g. QELI, NESAs.

- Support and promote the System's approach and direction to the implementation of the CEDB ASIP, policies and procedures.
- Meet at agreed regular planned intervals with school principals.
- Work cohesively, collaboratively and contribute actively and positively as a member of the Catholic Education Diocese of Bathurst.
- Build links and positive working relationships with Parish priests across the Diocese.
- Attend and contribute to the annual Diocesan Priest/Principal Conference as appropriate.
- Advise and assist principals in building positive relationships with parents and community.

4. Nurture the Well-Being:

- Support schools in the implementation of the Pastoral Care and Well Being framework and the wellbeing of principals, staff, students and parents.
- Assist, as needed, in the development and implementation of CEDB Health and Well Being policies and initiatives.

❖ EDUCATIONAL LEADERSHIP

1. Contribute to the continuing improvement of quality teaching and learning in schools:

- Ensure that students and their learning are the prime focus of decision-making
- Promote effective pedagogy which provides for the full range of students, in particular indigenous, special needs and gifted students
- Confirm that the schools have sound processes in place to maintain compliance with all Commonwealth and NESA requirements for registration and accreditation under the NSW Education Act.
- Assist schools with innovation and change management

2. Foster and promote Professional Learning and Development:

- Coordinate and facilitate Principal, Assistant Principal and Principal Cluster professional development days/meetings.
- Ensure PD days/meetings are relevant, productive and encourage connectedness and sharing between schools, clarity around CEDB support and aligned to CEDB strategic intent.
- Organise and facilitate Principals' Induction.
- Monitor and approve school's annual professional development plans.
- Assist and monitor PLC/MCCL implementation in schools.
- Coordinate and facilitate CCL professional development days as a member of MCCL working party.
- Coordinate and facilitate PLC cluster meetings each term.
- Contribute as a member of a PLC Cluster team as coach.
- Support and sustain schools in their development as Professional Learning Communities with a Christ-Centred focus.

❖ ENABLING LEADERSHIP

1. Foster and promote Strategic and Annual School Planning:

- Contribute to the formulation of the Diocesan Annual School Improvement Plan to promote quality teaching and learning and optimal student outcomes.
- Coordinate and lead the Diocesan School Review process and complete and submit School Review Report to the Executive Director of Schools and relevant school communities.

- Lead, support and assist school leadership teams in strategic and annual planning as appropriate.
- Oversee alignment and coherence of school strategic planning with system strategic intent.
- Regularly monitor and review the implementation of schools' annual plans.
- Contribute as a member of the CEBD Leadership Team and CEBD Consultants.
- Contribute as a member of the FR&AC (Finances, Risk and Audit Committee).
- Attend Education Team meetings as appropriate.

2. Building Leadership Capacity and Performance:

- Encourage leadership capacity and development at all levels within their contexts e.g. staff induction, professional development and feedback.
- Monitor, support and challenge (when appropriate) school leadership.
- Implement principal performance assessment processes and coordinate executive performance assessment processes as part of the contract renewal processes in schools.
- Support and strengthen school leadership and middle management teams to operate in a high performance environment, lead learning and drive collaborative school improvement.
- Support school leadership teams to plan, action and monitor diocesan and school improvement initiatives, plans, policies and procedures.
- Actively engage in principal and executive staff selection.

3. Foster and promote a cohesive Diocesan School System and strong sense of partnership:

- Interpret and articulate System policy and programs in schools and act as the delegate of the Executive Director as required
- Actively contribute to policy and planning by membership of System committees, working parties and task forces.
- Liaise with school/community interest groups.

4. Contribute to effective Resource leadership and management:

- Manage allocated resources to schools including staffing, targeted funding, school rationalization, capital projects, financial audit and monitoring resources, finances and facilities.
- Assist with staff redeployment.
- Liaise with other CEDB key personnel to be kept informed of capital works projects pertaining to cluster schools.

❖ OTHER DUTIES

- Undertake travel as required.
- Undertake other duties as directed from time to time.

SELECTION CRITERIA

The successful applicant will be able to demonstrate:

- A personal commitment to the teachings and practice of the Catholic Faith
- A career in education with previous experience as a Primary School Principal, preferably in more than one educational setting
- Strategic thinking and planning skills and the capacity to support in the implementation of the Diocesan strategic plan
- Commitment to team building and collaborative leadership
- Exceptional interpersonal skills
- Excellent written and verbal communication and presentation skills
- Postgraduate qualifications, preferably in curriculum, leadership or religious education

CONDITIONS OF EMPLOYMENT

- Salary: \$160,471 pa/ft
- Motor vehicle: a fully maintained vehicle is provided
- Superannuation: 9.50% paid in addition to the salary
- Four (4) weeks annual leave per year
- A current Working with Children Check Number (WWCC) is required as a pre-condition of employment.

APPLICATIONS

Applications are to include a covering letter addressing the selection criteria, detailed C.V, certified copies of relevant qualifications and the names and contact details of three professional referees.

Applications marked CONFIDENTIAL are to be submitted to:

Mrs Jenny Cosgrove
HR Manager
Catholic Education
PO Box 308
BATHURST NSW 2795
Phone: (02) 6338 3000
Email: j.cosgrove@bth.catholic.edu.au

Applications close: Tuesday, 3 October 2017 at 3.00pm