**POSITION:** School Adviser: Learning and Teaching

This position shares the responsibility of all Catholic Education Office, Diocese of Sale (CEOSale) staff to support and promote, in word and in action, the Catholic identity of all schools and CEOSale. Specifically, this position reflects the diocesan priority to improve school performance through high quality service provision and partnerships with schools, focusing on building the instructional capacity of principals and leaders to ensure expert teacher practice in every school in the Diocese of Sale.

**STAFF GROUP:** Learning and Teaching

**REPORTING TO:** Manager: Learning and Teaching through the Deputy Director, Catholic Identity, Learning and Teaching to the Director of Catholic Education.

**TENURE:** The appointment is a three year fixed term. A further three year fixed term may be offered at the conclusion of the initial three year period, subject to performance, funding availability and the needs of CEOSale.

**LEVEL:** School Adviser

**SALARY AND BENEFITS:**

- The salary is paid in accordance with the Victorian Catholic Education Multi Enterprise Agreement 2013 and will be commensurate with teaching experience and qualifications, including an additional School Adviser allowance.
- The successful applicant will be entitled to school holidays.
- Salary packaging arrangements are available to staff of the Catholic Education Office.
- A CEOSale car is available to support the travel requirements of this position.
- Reimbursement of travelling expenses incurred in the course of duties is also applicable.

**COMMENCEMENT DATE:** Term 3 or earlier by negotiation

**KEY SELECTION CRITERIA:**

The successful applicant will be required to demonstrate:

1. A commitment to the principles and ethos of Catholic education;
2. Expert knowledge in the area of curriculum and assessment;
3. Knowledge of and/or experience in curriculum development;
4. Advanced skills in the development and application of innovative learning and teaching strategies;
5. The ability to facilitate professional learning in the area of curriculum and assessment;
6. A highly developed capacity to work with leadership to support schools to identify and address areas for improvement in the context of curriculum development;
7. The ability to collect, analyse and interpret educational data sets that may support school improvement and strategic planning;
8. Well-developed interpersonal skills;
9. A commitment to the policies of CEOSale and the Catholic Education Commission of Victoria Ltd (CECV).

QUALIFICATIONS, SKILLS AND EXPERIENCE:
1. Tertiary qualifications in Education
2. Post-graduate or further qualifications (desirable)
3. Experience in teaching in a range of relevant educational settings
4. Current Victorian Driver Licence essential
5. Current VIT Registration

OBJECTIVES OF POSITION:
1. Build the instructional capacity of principals and school leaders focusing on curriculum provision.
2. Build leader capacity for improved student learning outcomes through expert teacher practice, with a particular focus on the use of appropriate assessment tools and data.
3. Contribute to the provision of a coordinated, high quality, customised service delivery model to all schools within the Diocese of Sale.

DUTIES:
1. Levels of Curriculum:
   a. Build the capacity of school leaders to ensure expert teacher practice in the implementation of the intended curriculum.
   b. Support, model and lead school leaders in developing their understanding of the levels of curriculum (intended, enacted, achieved).

2. Building the Instructional Capacity of School Leaders:
   a. Build the capacity of school leaders to enhance the alignment between planning and programming, classroom practice, assessing and recording, reporting as it applies to the learning needs of our diverse range of students.
   b. Support school leaders to ensure all classroom resourcing decisions are underpinned by a strong and measurable evidence base.
   c. Provide expert advice to school leaders to identify targets for improvement and to inform school improvement plans and initiatives.

3. Learning Adjustment:
   a. Build the capacity of school leaders to personalise learning through a learning adjustment framework.
   b. Build the capacity of school leaders to create inclusive learning environments where curriculum is personalised through appropriate and precise levels of adjustment for students ensuring a rate of progress.

4. Assessment and Evidence:
   a. Build the capacity of school leaders to analyse and interpret data sources to inform and improve student learning outcomes.
   b. Use evidence to inform, customise and evaluate service delivery to schools.
   c. Assist school leaders to identify targets to demonstrate improvements in the learning outcomes of students and student cohorts.

5. Dispositions:
   a. Contribute to the building of a collaborative work environment within the CEOSale and within diocesan schools to align the work of all stakeholders to service the CEOSale Strategic Plan, incorporating the Catholic Identity, Learning and Teaching (CILT)
Strategy.

b. Work collegially with school and CEOSale personnel to service Annual School Improvement Plans.

c. Build own capacity to contribute to improving system performance by seeking professional learning opportunities that are in line with the strategic direction of CEOSale and CILT Team.

6. Service Delivery:

a. Utilise a variety of modes of contact with schools appropriate for purpose (e.g. face to face, video conference, phone call, online communication) and maintain an appropriately organised calendar to conserve and best utilise CEOSale resources.

b. Ensure all work with schools is aligned with the CEOSale Strategic Plan and CILT Strategy.

c. Liaise as appropriate with other Victorian dioceses, Department of Education and other agencies as required, and as directed by the Deputy Director and/or Manager Learning and Teaching.

d. Provide appropriate and timely reports as required.

e. Other duties as required by the Director, Deputy Director and Manager Learning and Teaching.