

<b>POSITION TITLE:</b>	Consultant Formation
<b>SECTION:</b>	Identity and Outreach
<b>REPORTS TO:</b>	Director Identity and Outreach
<b>CLASSIFICATION:</b>	CCEO Level 8  Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland</i>
<b>AUTHORISATION:</b>	Executive Director

## 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 a highly experienced educator who values creativity, courage and collaboration to work in a challenging and rewarding role, providing Catholic educational leadership for Identity and Outreach services through coordination, advocacy, representation, policy development and delivery of services to support the Mission of Catholic Education in the Diocese of Cairns.

In this role the Consultant Formation will assume special responsibility in the key areas of staff and student formation and support of Religious Education as articulated in the CEDC Strategic Directions and School's SAIPs (School Annual Improvement Plan). Primarily, the role will entail working closely with the Director Identity and Outreach, Leader Formation - Engagement and Leader Formation – Religious Education in developing comprehensive Professional Learning and Formation programs for staff and Formation and Encounter experiences for students. A key focus for this role is accompanying staff to build capacity and understanding of faith leadership at a school level.

It is intended that the Consultant Formation will:

- Model and promote a strong commitment to the Catholic ethos and the mission and objectives of Catholic Education.
- Collaborate with Leaders across CEDC to provide leadership and direction in the ongoing strategic development of a Catholic professional learning community based on Catholic Tradition and traditions.
- In collaboration with the Director Identity and Outreach, Leader Formation Religious Education and Leader Formation Engagement, co-develop and implement programs and partnerships for faith formation that deepens understanding of Catholic faith and invites an encounter with the person of Jesus for staff, students and parents.
- In collaboration with Leader Formation - Religious Education, facilitate professional learning and formation experiences for staff in Religious Education.
- In collaboration with Leader Formation - Engagement, co-create and facilitate Youth Formation engagement experiences for students of Catholic Schools and Colleges across the Diocese.
- Assist with the implementation of the strategic intent for the Identity and Outreach Directorate.
- Proactively support Diocesan initiatives.

The Consultant Formation performs the role cognisant of and in harmony with the vision, mission and values of Catholic Education in the Cairns Diocese, modelling dialogue and discernment in their interactions with our communities. The role holder is a senior 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 Director Identity and Outreach in collaboration with the Identity and Outreach staff and other teams at Catholic Education Services as required.



## Essential Duties and Responsibilities

*Typical duties performed are aligned with the CEDC Strategic Directions and the operational plan of the Identity and Outreach Department and may include, but are not limited to:*

### Inspiring and animating the Catholic Tradition through Formation

- Inspire and animate a deeper appreciation, shared awareness and understanding across our Catholic Education Community in the founding purpose of our Diocese.
- Collaborate to co-develop and co-facilitate personal, professional and institutional formation experiences that invite members of CEDC into a deeper understanding of the *Encounter* Catholic Identity Framework. These include: experiences that invite an encounter with Scripture, Tradition/tradition/traditions of Catholic faith, Sacraments, Catholic Social Teachings; On and In Country experiences; Retreats, pilgrimages and immersions; collaboration opportunities for staff and leaders in schools in Religious Education.
- In partnership with the Director Identity and Outreach, create and facilitate formation and prayer experiences for the CES community that builds understanding and application of Gospel Values and Catholic Social Teaching in all areas of CEDC work.

### Engage, build capacity and develop resources

- Network and maintain positive, effective relationships with schools, school teams, CES teams and other agencies, organisations and committees to grow Catholic Dialogue Schools in CEDC.
- Assist colleagues in schools by developing strategies, pedagogies, experiences and resources that respond to recommendations that emerge from Diocesan and particular school ECSI (Enhancing Catholic School Identity) data.
- Work collaboratively with the Director Identity and Outreach and staff, to ensure that Religious Education curriculum programs and online resources reflect the faith and tradition of the Church in a contemporary and engaging way through the creation and sharing of recontextualised resources for the Religion Curriculum.
- In collaboration with members of the Identity and Outreach Directorate, co-develop and co-facilitate key liturgies, experiences and events at a Diocesan level including Catholic Education Week, Welcome and Commissioning Masses, significant feast days etc.
- Keep abreast of current and emerging research in the Universal and National Catholic Church and share these findings and innovations with Catholic Education – Diocese of Cairns community.

### Enhance relationships and partnerships

- Contribute to internal and external professional networks to build productive links with the wider community so as to animate and enhance Catholic Identity within the Cairns Diocese and Australian Catholic Church.
- Collaborate with other Departments and Teams to develop and deliver a system wide approach to the development of appropriate student voice activities within and between schools in CEDC.
- Proactively support Diocesan initiatives.
- Other duties as delegated by the Director Identity and Outreach or Executive Director.
- Maintain appropriate behaviours when engaging with children.



## Genuine Occupational Requirements

- Capacity to think strategically, implement effectively, see a project to successful conclusion and evaluate accordingly.
- Capacity to plan, coordinate and deliver professional learning.
- Self-motivated with the ability and commitment to work in a collaborative team environment.
- Ability to demonstrate leadership and management skills.
- Demonstrated excellent relational skills.
- Demonstrated high level of ability to communicate, consult and negotiate.
- Capacity to accept responsibility for own work.
- Experienced and competent in the use of digital technologies.
- Facilitate the prevention of child harm by recognising and responding.
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others.
- Ability to maintain a high level of confidentiality.
- Ability to prioritise workloads and manage multiple tasks with competing timelines.
- Accountable and responsible for creating a positive workplace culture and reducing the risks to physical and mental health in the workplace.

### 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

- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education.
- Highly developed understanding and experience in and personal commitment to spiritual formation and Catholic Education.
- Senior leadership experience (APRE/Director of Mission/AP or Principal) and current experience and demonstrated effectiveness in Religious Education teaching in Catholic Education.
- Master's degree with subjects completed in Religious Education, Theology, Scripture or related discipline, or working toward completion of said Masters.
- An ability to build positive relationships within professional learning networks that effect improvement in learning.
- A demonstrated knowledge and commitment to integrating contemporary learning principles within P-12 Religious Education Curriculum.
- Ability to work across a range of contexts – primary, secondary and P-12 schools.
- Must hold current Queensland College of Teachers Registration or have the ability to obtain.
- Evidence of classroom experience within the past 5 years.
- Hold a current motor vehicle driver's license and be able to travel within the diocese.
- Unless an exemption applies all staff are required to hold a current Working With Children Blue Card or be eligible to apply.
- 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 incumbent will need:

- The appointee to this position will be required to complete a period of 6 months' probation, in accordance with The Fair Work Act 2009.
- 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:

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Signature:

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Date:

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