



POSITION DESCRIPTION

General Description

Position Title:	School Services Consultant
Team:	SEACS
Accountable to:	Assistant Director of Catholic Schools
Accountable For:	School Principals in a Cluster of Parish Schools

Overall Purpose of the Position

Reporting to the Assistant Director and Executive regarding the development of significant Catholic and Educational culture change that delivers school improvement outcomes.

To accompany Principals and parish school leadership teams in co-designing coherent, evidence based parish school improvement plans aligned with systemic strategic intent.

Key Tasks and Responsibilities

1. Catholic Identity and Mission

To embed Catholic Schools Office directions and policies regarding the Catholic identity and mission of parish schools as they;

- Drive and strengthen the Catholic Schools Office Mission Statement for Catholic education including *Catholic Education in the Diocese of Lismore, Foundational Values for Catholic Identity and Mission* in all areas of parish school life.
- Actively support the implementation of the Proclaim Lismore Catholic Culture Change program.
- Implement the Pastoral Care and Parent Partnership Policies, Frameworks and Standard Operating Procedures.
- Ensure faith formation is an integral and well planned dimension of parish school life.

2. Strategic and Annual School planning.

To lead and support the co-design and co-construction of evidence based parish school strategic and annual plans to promote quality teaching and learning and optimal student outcomes.

- Oversee alignment and coherence of parish school strategic planning with system strategic intent.
- Lead and supervise system processes to assist the co-design and co-construction of parish school leadership teams in evidence based strategic and annual planning.
- Regularly monitor and review the implementation of parish school's annual plans.

3. Team Based Practices

To lead and support the development of an effective collaborative parish school culture.

- Support parish school leadership and middle management teams to operate in a high performance environment to lead learning and drive collaborative parish school improvement.
- Provide inquiry consultation and support to strengthen team based processes within the parish school.
- Support parish school leadership teams to plan, action and monitor parish school improvement initiatives.

4. Leadership and Change Management

To lead and support Principals and parish School Leadership Teams to promote agreed change management strategies.

- Promote an adaptive approach to parish school leadership that considers the context of each parish school.
- Lead and facilitate organisational change management strategies including 'action learning' methods in an educational context as a means to promoting culture change in parish schools.

- Lead and support the parish school leadership team to enhance staff engagement at all levels of parish school life.

5. Collaboration with Catholic Schools Office staff and school parish.

To support and promote a 'whole of office' approach to the implementation of the Catholic Schools Office mission.

- Meet at agreed regular intervals with the Parish Priest of the parish schools within their designated cluster.
- Work cohesively, collaboratively and contributes actively and positively as a member of the Catholic Schools Office.
- Perform other duties as directed by the Director of Catholic Schools.

Qualifications and Skills Required

- Demonstrated adherence to the teachings of the Catholic Church and by conduct and lifestyle, ability to give witness to the Church's mission.
- Tertiary qualifications in Educational Leadership or Theology to a Masters level is highly desirable.
- School Leadership experience would be a distinct advantage and or Human Resources Management in a service related industry.
- Ability to develop, deliver, evaluate and review and facilitate training for small and large groups.
- Highly developed skills in oral, written and interpersonal communication.
- Demonstrated organisation skills and the ability to manage priorities.
- Demonstrated ability to handle highly confidential information with discretion and within relevant guidelines.
- Ability to work effectively as a team member and promote a collaborative culture.
- Demonstrated commitment to ongoing professional development.
- Possession of highly developed Relational skills and the ability to develop consulting relationships to manage change.
- Cultural awareness and contextual analytical skills to better enhance parish school improvement strategies.
- Proven ability to undertake high level analysis, provide effective problem solving and possess advanced inquiry skills.
- Ability to gather, interpret and analyse system and parish school based data to drive decisions for improvement.

Internal and External Contacts

Internal Contacts:	CSO Staff, School and Parish Staff, Parish Priests
External Contacts:	NESA, Government Agencies, Educational Providers

Conditions of Service

Employment Type:	Full-Time temporary
Hours of Work:	35 hours per week over 5 days 48 weeks per year
Tenure:	18 Month position
Location:	North Clarence Cluster
Remuneration:	CSO Professional Officers Salary Scale
Travel:	Overnight travel may be required and a motor vehicle will be available to the successful applicant. The vehicle may be required for office use if the officer is on extended leave (over 4 weeks).
Compensatory Leave:	Compensatory leave is available (maximum of 10 days per year) if employees are required to travel and stay away from home. This must be taken in the year that it falls due.

This Position Description is a reflection of duties and responsibilities at a point in time and is not exhaustive. This Position Description is subject to change as required to meet the needs of Catholic education in the Diocese of Lismore.

