

# Role Description



Diocese of Toowoomba  
Catholic Schools

## Position details

<b>Title</b>	Education Officer: Student engagement
<b>Employment status</b>	Permanent
<b>Classification</b>	TCSO level 9
<b>Agreement</b>	Catholic Employers Single Enterprise Collective Agreement Diocesan Schools Queensland 2023-2026
<b>Reports to</b>	Manager Learning and Innovation

## About Toowoomba Catholic Schools

Toowoomba Catholic Schools (TCS) is a community of 32 schools and the Toowoomba Catholic Schools Office. Spread across Toowoomba, the Darling Downs and South-West Queensland we are united, connected, progressive and focussed on providing high quality education in a distinctively Catholic environment.

Central to the commitment of all staff is our shared purpose of enabling full and flourishing lives.

Our values of dignity, potential and life underpin the culture, creating live-giving relationships where staff and students experience a strong sense of belonging, feel valued and succeed.

## About the role

The Education Officer: Student engagement, as part of Education Services, collaborates with and supports schools to develop, implement and evaluate the Multi-Tiered Systems of Support (MTSS) within the TCS Student Engagement Framework.

Through consulting, mentoring and coaching school staff, the Education Officer: Student Engagement ensures the staff are equipped and empowered to create, adopt and sustain supportive and inclusive educational environments.

Providing professional learning opportunities, including modelling of proactive strategies and observing teacher practice, the Education Officer: Student Engagement is pivotal in enhancing teacher capability within the classroom setting to engage students positively in their learning and promote success and wellbeing.

## Key role responsibilities

The Education Officer: Student Engagement is to fulfil the responsibilities of the role as outlined below.

1. Collaborate with and support schools to develop, implement and evaluate MTSS student engagement initiatives and associated professional learning for staff.
2. Provide contemporary, evidence based, contextual advice to school leaders, teams and teachers in relation to student behaviour and engagement.
3. Support schools to develop, implement and review whole school behaviour support plans.
4. Provide professional learning and networking opportunities for coaches, school leaders and school MTSS team members with pastoral care, behaviour and engagement responsibilities.
5. Engage in and support action research into student behaviour and engagement.
6. Contribute to the development of TCS policy and guidelines in relation to student behaviour and engagement.
7. Use relevant sources of data (TCS and school) for analysis and to support decision making.

## Mandatory requirements

The mandatory requirements for the Education Officer: Student engagement role are listed below. The Executive Director: Catholic Schools may exercise discretion with regard to these requirements in exceptional circumstances.

- Registration (or eligibility for registration) as a teacher in Queensland.
- Formal qualifications at Degree level.
- Post Graduate qualifications or extensive and relevant experience in leading and mentoring student behaviour and engagement in learning initiatives.
- Advanced interpersonal and communication skills
- A minimum of five years' teaching experience.
- A current driver's licence.

## Responsibilities of all TCS staff

- Support the values and Catholic ethos of TCS.
- Maintain personable and cooperative working relationships with colleagues and relevant stakeholders.
- Engage in appropriate professional development opportunities to maintain appropriate knowledge and capability related to the role.
- Uphold the TCS Code of Conduct and all Work Health and Safety requirements in accordance with policies and procedures.
- Complete other duties that are directed as needs change or grow. All requested duties will be consistent with the purpose and classification of a position and any relevant legal and/or industrial obligations.