

Role Description



Diocese of Toowoomba
Catholic Schools

Position details

Title	Manager: Professional Learning
Employment status	Full-time permanent
Classification	TCSO - Level 10
Agreement	Toowoomba Catholic Schools Office Enterprise Agreement 2024 – 2027
Reports to	Director: People and Engagement Services

About Toowoomba Catholic Schools

Toowoomba Catholic Schools is a progressive and distinctive community of 32 schools and central office spread across Toowoomba, the Darling Downs and South-West Queensland. Our values of dignity, potential and life support a culture of high standards, hard work and life-giving relationships. Staff experience a strong sense of belonging, of being valued and being successful at what they do. It is through this commitment to uphold the dignity of all, nurture potential and enable full and flourishing lives, that we are distinctively Catholic communities.

About the role

The Manager: Professional Learning is responsible for enhancing the quality and effectiveness of professional learning across the organisation. The role works collaboratively and independently under the delegation of the Director: People and Engagement Services to lead the function of professional learning for schools and the Toowoomba Catholic Schools Office (TCSO). The role is responsible for developing and maintaining a professional learning strategy in consultation with key stakeholders across TCS. The organisational development team and the learning design team report to the Manager: Professional Learning.

Key duties and responsibilities

Fulfil the accountabilities of the role in accordance with Toowoomba Catholic Schools purpose and objectives, as outlined below.

1. Lead the implementation of professional learning strategic and operational activity for TCS, including the delivery and evaluation of capability initiatives that are in line with the TCS strategic plan and integrated strategies.
2. Lead the process of strategic capability planning to define TCS' approach to developing and shaping its workforce, including the development of professional learning programs and content which supports this.
3. Provide contemporary, evidence-based, contextual advice to leaders and teams regarding leadership development and capabilities.
4. Design and implement the TCS leadership framework and capabilities throughout TCS.
5. Ensure the effectiveness of all professional learning. Monitor, report, and evaluate on the impact and success of TCS professional learning.
6. Lead both the management of the learning management system and the development and delivery of system-level professional learning programs for TCS staff which are relevant, of high quality and deliver outcomes.
7. Lead the organisational development and learning design team in the provision of mandatory training, instructional resource design, graduate attraction program, whole of organisation wellbeing initiatives and engagement activities.

We value



Dignity



Potential



Life

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8. Build strategic partnerships with leaders within TCS and across the industry to create and deliver strategic initiatives and solutions that foster an engaged and sustainable workforce and support the implementation of the TCS Workforce Strategy.
9. Manage the Professional Learning budget.
10. Collaborate and communicate with key stakeholders to ensure that high professional standards are met.
11. Contribute to and promote the development, alignment, attainment, and review of strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)

About you

To achieve in this role, you will be required to demonstrate the following.

Eligibility criteria

Essential

- Experience developing and delivering professional learning for teachers or other professionals
- Strong understanding of teacher professional learning needs and the school environment
- Qualification in education or another relevant discipline
- QCT registration or current Queensland Working with Children Clearance (Blue Card) or ability to obtain prior to commencement as required in the Working with Children (Risk Management and Screening) Act 2000 etc)

Desirable

- Experience in organisational development or human resources or learning and development

Key success criteria

- Demonstrated empathy and understanding of the values and ethos of the Catholic faith.
- Strong facilitation skills with a proven ability to lead and manage the development, implementation and review of professional learning programs and initiatives
- relevant tertiary qualification in or a minimum of 5 years' experience in similar senior role
- advanced communication, relationship building and influencing skills with the proven ability to engage, collaborate with, and influence a range of internal and external stakeholders to achieve strategic objectives

Responsibilities of all TCS staff

1. Support the values and Catholic ethos of the school.
2. Maintain personable and cooperative working relationships with colleagues and relevant stakeholders.
3. Engage in appropriate professional development opportunities to upskill knowledge and understanding related to the role.
4. Uphold the TCS Code of Conduct and all work health and safety requirements in accordance with policies and procedures.
5. Complete other duties that are directed by your employer as needs change or grow. All requested duties will be consistent with the purpose and classification of this position and any relevant legal and/or industrial obligations.

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