

**Team Leader - Leadership & Professional Growth Team
(Human Resource Services)**

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Catholic Education Diocese of Wollongong

Catholic Education Diocese of Wollongong (CEDoW) comprises 38 Catholic schools with more than 19,000 students enrolled across the Illawarra, Macarthur, Shoalhaven and Southern Highlands regions.

The Director of Schools, Diocese of Wollongong, invites applications from suitably experienced educators for this significant leadership position within the Human Resources Services Team commencing January 2022.

POSITION DESCRIPTION

Leading the Leadership and Professional Growth Team within the Human Resource Services, this role supports schools in achieving the vision and mission of the diocese, ensuring growth in faith and improvement in learning for all students. Thus, the role requires a clear commitment to the mission and purpose of the Catholic School within the broader Catholic Church. The Team Leader supervises the delivery of services in the Leadership and Professional Growth Team that includes:

- the provision of career stage-appropriate professional learning opportunities.
- workforce planning support including mentoring programs and appraisal processes.
- management of teacher accreditation processes.
- organisation of Network Meetings for school-based senior leaders.
- management of professional growth support systems such as LMS and MyPaD.

ESSENTIAL SELECTION CRITERIA

The preferred applicant demonstrates the following criteria:

- A commitment to the mission and purpose of the Catholic School within the broader Catholic Church.
- Ability to supervise a diverse team in the delivery of services in the Leadership and Professional Growth Team as outlined above.
- Successful history of senior management within the Catholic sector.
- A commitment to personal professional development.
- Knowledge of and experience in managing a team.

The following General Capabilities are applicable to the role:

- Well-developed interpersonal and communication skills.
- Skills in the management of a team including delegation and accountability.
- Effective organisational skills.
- Ability to work both independently and collaboratively in a team environment.
- Demonstrated positive attitude to innovation and change.
- Coaching skills.

EXPERIENCE AND QUALIFICATIONS

- Level E/RE accreditation.
- Significant experience in senior roles in Catholic Education.
- Appropriate qualifications for senior leadership in a Catholic organisation.

WORKING WITH CHILDREN CLEARANCE

This role is classified as a child-related work and therefore we require a working with children clearance to be completed prior to your commencement with us.

POSITION APPLICATION:

Applicants are to complete an online application that asks to briefly address the essential criteria (equivalent to 2 pages).

To confidentially discuss your application or general interest in this position please contact Carolyn Hadley, Head of Human Resource Services on 02 4253 0952.

To submit your application please refer to our website www.dow.catholic.edu.au

Closing date: 7 September 2021 at 10am