

ROLES PERFORMED BY CATHOLIC EDUCATION SERVICES

Legislative Compliance

As an inclusive and accountable office, Catholic Education Services is continuously adapting and responding to a changing world. In response to this change, the Diocese's education system needs to be resilient, flexible, compliant and demonstrate best practice, therefore ensuring that schools are providing quality education for students.

In particular, administrative services and information is provided in the following areas:

- Development, dissemination and implementation of appropriate policies, procedures and practices
- Monitoring of changes and developments in all relevant areas of educational administration and government initiatives
- Monitoring of government funding and ensuring the effective use of funds available to schools
- Coordination of implementation of occupational health & safety policy
- Facilitation of government required school registration reports
- Evaluation of the effectiveness and efficiency of educational and workplace practices
- Planning and development of new schools, including extensions and refurbishments to existing schools in consultation with local school authorities
- Strategic planning of educational services and programmes

School Accreditation

Non-state schools in Queensland are established and maintained under the legal provisions of the Education (Accreditation of Non-State Schools) Act 2001 and the Education (Accreditation of Non-State Schools) Regulation 2001. Catholic schools in Queensland are a part of the non-state sector of education. All Catholic schools satisfy the accreditation requirements of the Act and Regulations. The administration of the Act and Regulation is entrusted to the Non-State Schools Accreditation Board (NSSAB).

Details of the accreditation requirements and processes are available on the website of the Non-State Schools Accreditation Board (NSSAB) which may be accessed at www.nssab.qld.edu.au

Policy Development & Implementation

Catholic Education Services provides leadership and support to Catholic schools in areas of policy formulation and implementation. Policy in Catholic Schools is made in the context of policies and guidelines promulgated by the Educational Board of Governance, Diocese of Cairns, the provisions of Canon Law and government legislation relevant to the operation of schools.

Policies provide an important reference and context to stimulate discussion and facilitate decision-making. As a result they provide advice and recommendations on educational and administrative procedures and priorities.

Financial Services

The Financial Services section at Catholic Education Services (CES) provides support to Catholic Education across the Diocese in three main areas:

- Administering the budget of Catholic Education Services
- Providing support to Principals, Primary Administration Officers and Secondary Business Managers in the area of finance and administration
- Satisfying accountability requirements of State and Federal Governments and internal bodies

Administering the budget of CES involves the system level budget of the 18 system primary schools. Financial Services administers the State and Federal Recurrent Grants on behalf of these schools. From this income the salary and wages of staff are paid, along with other system wide expenses such as copyright, levies to other bodies and so on. The 18 system primary schools operate as a system where income is "pooled" as it provides a method of cross subsidisation and support for member schools. Operating as a system ensures all primary schools, regardless of size, are financially viable.

The budget of CES also involves monitoring the programmes and departments that exist within CES. Financial Services is able to record income and expenditure of these programmes against the programme to ensure the cost of individual programmes can be monitored and reported.

Support to Principals, Primary Administration Officers and Secondary Business Managers is provided in a variety of ways by Financial Services including supporting of administration software, budget development and assistance and liaison with Catholic Development Fund (CDF), Department of Education, Science and Training (DEST) and other bodies.

External accountability is required to the main funding partners of Catholic Education in the Diocese of Cairns; the State and Federal Governments. State and Federal Governments provide recurrent grants on a per student basis. One of the conditions of accepting recurrent grants is completion of accountability requirements. Financial Services is responsible for completion of accountability requirements to both levels of government. The third major source of funding for Catholic Education after Government is income from parents (via school fees) and other private sources. Internal accountability to parents, schools and school communities and the Board of Governance (Education) and Diocesan Finance Council is co-ordinated and completed by Financial Services.

Capital Programmes

Capital management within Catholic Education ensures functional and strategic capital development within the Catholic Education system, ensuring schools have/develop the facilities that are consistent with their enrolment numbers, their curriculum, and are consistent with modern teaching standards.

A number of checks and balances exist with the system, including the Planning and Development Committee. The Capital and Risk Manager acts as the executive officer to this committee which reviews applications for larger capital development.

Once approved, the school concerned further develops its capital development proposal, including engaging architects to draw up plans and provide costings. Catholic Education Services (CES) provides specialist support in designing facilities during this phase.

Schools that lack funds for capital development can seek State or Federal funds through participation in the Queensland Catholic Education Commission (QCEC) Capital Grants process.

Schools submit their applications and seek a share of the annual capital funding budget. The Capital and Risk Manager manages this process on behalf of the schools and the State, and in collaboration with the Diocesan Project Manager, guides the construction of projects through to their completion.

Quality, Compliance & Risk Management

CES develops and implements quality, compliance and risk management systems and processes for use by CES and schools. These are a series of procedural documents that provide administrative and management procedures and processes through which CES and schools can provide a quality product (education), in a manner that is compliant with the various legislative and other compliance standards, and in a way that minimises risks to all parties.

The overarching framework for these processes is the Stewardship Pathway management system, which provides the management checks and balances that ensure consistency and appropriateness of performance. These checks and balances include audits, incident reporting, remedial action development and tracking, initiative management, competency acquisition and maintenance, and ongoing maintenance of performance standard.

Workplace, Health & Safety

Catholic Education Services (CES) is committed to providing a safe and healthy workplace and to eliminating conditions and incidents that could result in personal injury or ill health.

Workplace Health and Safety provides strategies to prevent work-related injuries and illnesses as well as providing a coordinated rehabilitation programme.

All staff are provided with training to minimise the risk of injury in their schools or workplace.

Regular audits and accreditation are conducted.

Information Technology

The Cairns Diocese's Technology Wide Area Network provides all schools with affordable, quality and secure networks.

Online resources and tools provide an effective 24/7 learning management environment for staff and students.

Catholic Education Service's Information Technology department has delivered a central reporting system for student reports, central staff portal services and improved administrative practices across all schools. The department is constantly working to improve and upgrade administrative systems and operations that provide greater efficiencies and more cost effective services.

Revised technology cabling and network infrastructure resulting in upgrades and improvement of core infrastructure to the majority of schools has been made possible through internal and government funded projects.

A negotiated telecommunications contract for delivery of technology services to schools has resulted in improved broadband internet access.

Employee Services

Employee Services is part of the Corporate Services team and operates under the direction of the Executive Director, in consultation with the Assistant Executive Directors School Development.

Acting on behalf of the Bishop of Cairns as the Trustee of the Roman Catholic Trust Corporation, the Employee Services section supports the Executive Director and schools in all employment-related matters.

Primary teachers are appointed through Catholic Education Services and secondary colleges recruit and select their own teaching staff. Applications for these positions are made directly to the college.

Employee Services facilitates a broad range of activities including:

- Recruitment and selection
- Employment contracts
- Remuneration and benefit coordination
- Wage and salary administration
- Records management
- Professional Development
- Workforce planning and policy development
- Industrial relations and legislation compliancy
- Processing of core entitlement documentation, including leave entitlements

Curriculum

The Curriculum team at CES provides leadership and coordination to better position our schools to work within the Diocesan Learning Framework and respond to new demands effectively. Team members are a key point of contact for school communities and teachers and work in partnership with others to strengthen the ability of the system to be outcomes oriented and student centred in order to maximise the learning achievements of all students.

The support provided to schools in curriculum development and implementation includes:

- Providing a means of supporting schools and/or specific departments within schools with their curriculum design, documentation and practice
- Facilitating professional learning requirements associated with particular aspects of the curriculum
- Providing a means where exemplary practice can be identified and acknowledged at a systems level
- Providing system analysis of data to support schools' learning and teaching programs
- Providing policy and advocacy in relation to all aspects of Learning and Teaching
- Providing system based reporting to State and Federal governments
- Providing representation and liaison with other educational systems

Student Services

The Student Services team provides support and equity for students and families within school communities. The vision is to develop and support inclusive school environments across the Diocese and to meet the diverse learning needs of all students.

Various professionals contribute towards pursuing these goals, including special needs advisory teachers, speech language pathologists, psychologists, occupational therapists, learning support teachers, student counsellors, English as a second language teachers and Indigenous education officers.

Information and Library Services

Information and Resource Services has the ongoing task of maintaining the services offered by the Diocesan Resource Centre. Information and Resources Services also provides support for the various initiatives of professional staff of Catholic Education Services.

The centre's collection provides valuable resources to schools and teachers in the areas of Religious Education, Learning Support, Indigenous Education and Counselling, as well as general curriculum materials and audio visual resources.

Contemporary Information Services are crucial to learning and teaching in the 21st century. The Services' initiatives enhance the capacity of staff directly connected with information resources in schools and address the needs of all teachers to be proficient in the use of contemporary information services.

Faith and Religious Education

The role of the Faith team in Catholic Education Services (CES) is to develop and coordinate, under the direction of the Executive Director and in consultation with Assistant Executive Directors School Development, a cohesive and integrated living model of support in faith formation and religious education to the Catholic Education community it serves.

In schools, that involves supporting the formal delivery of knowledge through Religious Education programmes, witnessing of faith, the liturgical and prayer life of the school community, and the educational climate which is Christ-centred.

The CES Faith & RE team is supported by Diocesan Resource Centre staff, State School Apostolate Coordinators and natural Fertility Services staff. It shares responsibility with other Diocesan agencies and parishes for on-going faith formation and education in the Diocese.

CES co-ordinates the Brisbane Institute of Faith Education's (IFE) open learning programmes which are sponsored by the Archdiocese of Brisbane and the Vicariate of Faith & Life. These programs include:

Beginning Theology - Certificate III in Christian Ministry and Theology

Foundations - Certificate IV in Christian Ministry and Theology

Foundations Two - Diploma in Christian Ministry and Theology

These programmes are accredited by the Queensland Department of Employment and Training and are nationally recognised. CES has responsibility for the conduct of the programmes, for assessment, for meeting the requirements of the Brisbane Institute of Faith Education and of the State Department as the accrediting body, and for facilitating the issuing of certificates through the Institute of Faith Education.

The Institute of Faith Education is a nationally recognised Registered Training Organisation (RTO).

Leadership Support

The purpose of the School Development team, comprising the Assistant Executive Directors School Development, is to support the continuous development of schools and colleges in the Diocese and provide a direct link between them and the Executive Leadership Team of Catholic Education Services.

Principals' meetings are planned and delivered to allow collegial support and share information and insights around current issues. Responsibility for the Diocese's Leadership Framework and Principals' Performance Appraisals are other key duties.

School Renewal

On-going school renewal is policy within the Diocese and something for which schools are also accountable to government.

The School Development team supports schools in delivering school renewal within their school communities. School visits monitor process. Principals and school leadership teams are engaged in the development and review of school Strategic Renewal Plans (3-5 years), Annual Plans and individual goals for leadership team personnel. The team is involved in a validation of school renewal which occurs in each school once in the five year cycle. Assistance is given to complete compliance audits which complement the school renewal validation process.

Community Engagement

The relationship of each school with its student/parent community, the local Church community (parish) and the wider community in which the school exists are all important for outcomes of students.

The School Development team at CES supports community engagement by working with school boards and Parents and Friends associations. Assistant Executive Directors School Development work with the principal and board on the development of meeting processes and board structures where such boards are functioning and provide support for school communities interested in the development of a school board.