



TOWNSVILLE CATHOLIC EDUCATION OFFICE CHARTER

Approved by:	Diocesan Education Council		
Originally Ratified	13 November, 2000	Updated	6 December, 2016 DEC Meeting

Catholic education is an expression of Christ’s mission entrusted to the Church to proclaim the Good News of Jesus Christ. Catholic education in the Diocese is united around the Bishop as leader and teacher. The Bishop has responsibility for developing policies regarding Catholic education in the Diocese, regulating it and watching over it. (*Canon 804*)

The Diocesan Education Council

In collaboration with the Bishop, the Diocesan Education Council is responsible for establishing broad policy for Catholic education to fulfil its mission in the Diocese. Operating within the general pastoral and educational goals of the Diocese, the Council aims to enable the Catholic education vision or identity take shape within the Diocese by making and monitoring educational policies consistent with the Diocesan Education Council Mission Statement.

The Diocesan Education Council is serviced and supported by the Catholic Education Office which, in addition to serving as the Council’s secretariat, has such other educational and administrative functions as may be assigned to it by the Bishop of the Diocese. In broad terms its chief function is to facilitate the provision of sound religious and secular education of the highest possible standard for all students, developing policies that guide the achievement of this purpose.

The Catholic Education Office

The Bishop delegates authority for the leadership, administration and management of Catholic education in the Diocese to the Executive Director of the Catholic Education Office.¹ The Executive Director of the Catholic Education Office has authority to determine priorities and to appoint personnel.

The role of the Catholic Education Office, of which the Executive Director is the Chief Executive Officer, is to serve and support Catholic schools in their provision of educational services. To assist in that process the Catholic Education Office provides Religious Education and curriculum services,

¹ While the primary responsibility for Adult Education and the faith education of Catholic children in state and independent schools lies with other organisations in the Diocese, the Executive Director should be aware of opportunities to give support to these ministries.

financial, administration and management services and educational consultancy services to schools which promote quality approaches to teaching and learning.

Responsibilities of the Catholic Education Office are summarised under the following headings:

1. Religious Education and Faith Formation
2. Curriculum Services and Educational Support for Schools
3. Governance and Administration, including employment and industrial relations, work health and safety, student protection, marketing and Information Communication Technology (ICT).
4. Leadership
5. Accountability to Church and government bodies, as well as parents

1. Religious Education and Faith Formation

The Catholic Education Office provides a variety of services, educational and professional development programs and resources, to support the Religious Education and faith formation of both students and staff in Catholic schools.

Responsibilities include:

- 1.1 Policy development in matters relating to Religious Education
- 1.2 The provision of resources, program, professional development and inservice opportunities to schools and other groups
- 1.3 The provision of staff support and consultancy services which promote quality approaches to teaching and learning in Religious Education
- 1.4 Ongoing support for the development of Religious Education programs of schools and the accreditation of school based programs
- 1.5 Liaison with other agencies involved in faith formation and religious education.
- 1.6 Monitoring and periodically reviewing the suitability of the Diocesan RE program and recommending improvements as needed.

2. Curriculum Services and Educational Support for Schools

The Catholic Education Office provides a variety of consultancy and support services to schools to promote quality approaches to teaching and learning. Such services are based on the Strategic Directions, annual strategic goals, budgetary provisions, equity and need and quality assurance procedures.

Responsibilities include:

- 2.1 Policy development on educational matters.
- 2.2 The provision of consultancy in support of curriculum development.
- 2.3 The provision of staff support and consultancy services which promote quality approaches to teaching and learning.
- 2.4 The provision of resources, programs and professional development opportunities to groups and individuals.
- 2.5 The monitoring of the development of educational programs in Catholic schools in the Diocese of Townsville.

- 2.6 The provision and coordination of counselling and other support services to schools, including those for students with special needs or who may face educational disadvantage, such as indigenous students.
- 2.7 Liaison with other agencies in the provision of educational support services.
- 2.8 Communication to Catholic schools in the Diocese regarding National and State educational initiatives.
- 2.9 Liaison with the Queensland Catholic Education Commission on matters pertaining to public education policy debate.

3. Governance and Administration

The Catholic Education Office provides services to support financial management and accountability of educational funds; strategic planning for the provision of Catholic schooling in the Diocese; negotiation with other partners in resource allocation for Catholic schooling and assistance to schools with ICT and marketing strategies.

Responsibilities include:

- 3.1 Preparing the annual recurrent and capital budgets and appropriately audited financial statements, and reporting to the Diocesan education community and governments as appropriate.
- 3.2 The management of system funds to ensure their efficient use and equitable distribution.
- 3.3 Providing consultation and coordination to schools with regard to accounting, reporting and auditing of school funds.
- 3.4 Employment of Principals, senior leadership staff, teachers and support staff in systemic schools and staff at the Townsville Catholic Education Office and the provision of personnel and payroll services.
- 3.5 Provision of industrial relations advice and support as needed.
- 3.5 Collecting and analysing statistical data for future planning.
- 3.6 Coordinating the planning and building projects in systemic schools including the management of capital funding applications to governments.

4. Leadership

The Catholic Education Office provides leadership across all five areas of responsibility, especially in relationship to the articulation of the Diocesan Education Council Mission Statement, the provision of educational services and in the area of Religious Education and faith development. An important aspect of this responsibility is the leadership provided to systemic schools communities through formal processes of selection, induction, training, supervision and professional reviews of senior management of schools. These formal processes are supported by management and consultancy services provided to schools.

Responsibilities include:

- 4.1 Development of resources and programs that provide leadership in Religious Education and faith education in schools.
- 4.2 Providing professional support service to all engaged in the ministry of Catholic education.

- 4.3 Determining senior management structures for systemic schools and managing the employment of personnel in these positions through appropriate performance reviews and self-renewal processes in schools.
- 4.4 Employing suitably qualified staff to positions in the Catholic Education Office.
- 4.5 Providing professional development opportunities for employees of Catholic Education to further competency and leadership skills.
- 4.6 Providing guidance and direction to systemic schools through coordinated curriculum policy development and support for its implementation.
- 4.7 Ensuring the climate of staff relations within the system is consistent with the ethos and mission of Catholic education through appropriate administrative and support services.

The Catholic Education Office operates within Federal and State legislation and fulfills the required functions of an employer, under the authority of the Executive Director.

5. Accountability

Accountability involves five key stakeholder groups:

- To the Bishop through sound programs fostering religious literacy and faith development for students and teachers.
- To the students of systemic Catholic schools, through the promotion of sound teaching and learning processes and by fostering the ongoing professional development of teachers.
- To parents, through promotion of school leadership that operates within the policies of the Diocesan Education Council.
- To the principals and teachers of systemic schools, through the provision of personnel and services that promote sound teaching, learning and management processes.
- To Church, Federal and State authorities, through the processes of legislative, financial and educational accountability.

Principles of Operation

Transparency in Decision Making

- Decision making is characterised by trust, honesty and openness
- Quality information is available
- The opportunity to negotiate is provided
- Strategic planning includes openness to those affected by decisions
- Adequate time is allowed for reflection
- An understanding of the principles underpinning the decision making process grows over time.

Efficiency and Effectiveness

- The dignity and rights of people are central
- Effectiveness is concerned with interactions with people
- Efficiency implies competence in the use of time and resources
- Flexibility, participation, equity and informed choice are underlying values.

Reflection

- Work practices allow for critical reflection in the identification, allocation and prioritising of agreed tasks
- An environment which celebrates the right to speak with honesty and integrity is promoted
- Negotiation and sharing characterise this process.

Collegiality and Collaboration

- Seeks to involve others in the making of decisions
- Gathers the wisdom of the group rather than the perspective of the individual
- Is prophetic in calling people to levels of deeper understanding and action
- Exercises prudence in choosing the best course of action
- Expresses solidarity with those who are without influence and status
- Is vulnerable yet life-giving because it involves interaction between people.

Subsidiarity A wise person knows what belongs to other people.

- Acknowledges that Christian leadership is characterised by service
- Recognises schools as the focal point of the educative process
- Recognises that our main function is service to schools
- Devolves decisions to groups best able to make them
- Is concerned with genuine devolution of authority and responsibility.

Diocese of Townsville - Vision Statement

The people of God in the Diocese of Townsville, living in partnership within their communities as clergy, religious and laity, share with the Bishop responsibility for the life and mission of the Church.

Diocesan Education Council - Mission Statement

In partnership with the Bishop, the Diocesan Education Council provides Leadership and Vision for Catholic Education in the Diocese of Townsville based on the Gospel values of mission and service.

Catholic Education Office - Our Mission

To provide services to our Catholic schools which supports them in achieving quality outcomes for students and in promoting the ongoing development of Catholic Education.

Our Purpose

The Catholic Education Office in the Diocese of Townsville:

- To provide services to Catholic school communities of the Diocese to assist them to achieve quality outcomes for students.
- Nurtures the further development of the mission of the Catholic school.