



# CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

<b>Title</b>	Learning Diversity Leader
<b>Classification</b>	Full Time
<b>Position of Leadership</b>	POL 3
<b>Time Allowance</b>	17 x 70 minute periods per 10 day cycle
<b>Length of Appointment</b>	3 years
<b>Key Reports</b>	Deputy Principal Wellbeing and Deputy Principal Teaching and Learning
<b>Award</b>	Catholic Education Multi Enterprise Agreement 2022
<b>Membership</b>	Wellbeing Leadership Team Curriculum Leadership Team Primary Links Team Students in Focus Team (SIFT)

## Purpose of the Position

The Learning Diversity Leader is a member of the College Wellbeing Leadership Team and Curriculum Team and supports the Deputy Principal Wellbeing and Deputy Principal of Teaching and Learning.

The Learning Diversity Leader will have a major role in promoting awareness of and supporting students with additional needs at the College. This leadership position will be responsible for leading, administering, developing and reviewing programs to support students with additional needs including English as an Additional Language (EAL) students, new arrival students, students with a disability, a learning difficulty, a social/emotional disorder and/or chronic health issue, and above standard learners.

This role also includes working with Literacy and Numeracy leaders to develop and implement Literacy and Numeracy programs.

The Learning Diversity Leader will actively participate in the implementation of the College mission and vision statement and be guided by the College motto of *Live Fully Act Justly*.

## Portfolio Responsibilities

1. Oversee the development, implementation and review of Personalised Learning Plans and the management of intervention programs
2. Collaborate with the Learning and Teaching Team and Wellbeing Team within the guidelines of the referral process in order to ensure the needs of students with additional needs are met
3. Collaborate with the Learning Area Leader EAL to identify students with EAL needs through data collection, teacher referral and testing processes and refer students for specialised testing if required
4. Collaborate with the Director of Curriculum and Pedagogy to identify students that are well above the expected standard and assist in the planning of individualised student programs

5. Foster positive working partnership with parents to monitor students progress and discuss any relevant feedback, external support and strategies. Ensure the dignity and privacy of all involved and communicate this information to the relevant staff
6. Ensure any recommendations are shared and implemented within the College learning programs
7. Role model positive professional dialogue amongst staff including sharing and celebrating effective practice in relation to facilitating learning for learning diversity students
8. Ensure the College is compliant with NCCD requirements
9. To support the Deputy Principal Wellbeing and College Registrar in overseeing the enrolment process of new students with additional needs, including interviewing prospective applicants when necessary
10. Support College staff and liaise with the Learning and Teaching Team in developing, supporting, maintaining and reviewing differentiated programs and assessments
11. Provide resources and strategies for subject teachers to assist in their planning for students with additional needs
12. Liaise with and work collaboratively with visiting primary school teachers, school advisors, Melbourne Archdiocese Catholic Schools (MACs) Speech Pathologists, Psychologists and other Health Care Professionals
13. Manage and provide leadership support to the Learning Support Officers, including conducting Annual Review Meetings
14. Lead funding and compliance requirements including those related to NCCD, ATSI, New Arrivals/Refugees and other grants as relevant to supporting educational outcomes for individual students
15. Attend SIFT (Students in Focus Team) meetings for all year levels (Years 7-10) and oversee the support of students with any additional needs
16. Attend Primary Links meetings and liaise with associate primary schools to assist in the transition of students with additional needs
17. Facilitate supplementary Orientation Days to support prospective students with learning diverse needs
18. Liaise with Catholic Regional College Sydenham to assist in the transition of Year 10 students with additional needs into VCE, VM or VET pathways
19. Work collaboratively with Director of Student Pathways and external agencies to support the pathways for students with additional needs
20. Work Collaboratively with the Director of Data Analytics and Digital Innovation to analyse data to assess the literacy and numeracy needs of students

21. Ensure that all Melbourne Archdiocese Catholic Schools (MACs) Literacy and Numeracy funding requirements are met and attend network meetings as required
22. Ensure that the special provision function operates effectively for examinations and assessments
23. Oversee the preparation and monitor relevant budgets that contribute to the area of Learning Diversity
24. To ensure that all Melbourne Archdiocese Catholic Schools (MACs) Literacy and Numeracy funding requirements are met and attend network meetings as required
25. Other duties as assigned by the Principal, Deputy Principal Wellbeing and Deputy Principal Teaching and Learning

### **Child Safety**

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

### **Key Selection Criteria**

1. An understanding and full support of the Catholic Regional College Caroline Springs Vision and Mission Statement and the values that underpin it
2. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*
3. Ability to strategically lead the Learning Diversity Strategy across the College
4. Excellent leadership, organisational and administrative skills
5. Highly developed interpersonal and communication skills
6. An ability to work collaboratively and facilitate dynamic teamwork
7. An understanding of the Victorian Curriculum Capabilities
8. A proven capacity to develop differentiated, adjusted and above standard learning programs
9. An understanding of effective use of educational research
10. Proven success as an exemplary teacher
11. Appropriate qualifications and educational experience.

### **Final Statement**

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.

### **Application Procedure**

*Learning Area Leader – Science & STEM – Position Description (June 2023)*

Prospective candidates are asked to submit their application via our employment portal ([crrcsvic.bamboohr.com/careers](https://crrcsvic.bamboohr.com/careers)).

Applicants will be required to submit a cover letter addressing the key selection criteria (maximum 4 x A4 pages) along with an up-to-date resume.

Applications should be addressed to the College Principal Mr Jamie Madigan

**Applications close:** 9am Monday 21<sup>st</sup> August