**Caroline Chisholm Catholic College** Position Description – Learning Diversity Teacher

POSITION CLASSIFICATION: Teacher

REPORTS TO: Principal via Director of Learning Diversity

Reporting to the Learning Diversity Leader, the Learning Diversity Teacher supports the provision of services in the Learning Diversity Department.

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| **Duties:****Along with a teaching load, the following responsibilities are part of this teaching position**Overall responsible for managing a designated caseload of NCCD students which include the following for relevant students;* Facilitate and assist with transition for students with diverse learning needs from primary schools or other secondary schools
* Ensure that accurate and comprehensive information is available to all staff about students with additional needs in a timely and easily accessible manner
* Ensure effective communication occurs between parents, students, staff and, where necessary, external agencies to support the needs of students in their learning and wellbeing
* Interpret and act upon assessments conducted by professionals such as Educational Psychologists and Speech Pathologists
* Collaborate with MACS consultants to support NCCD students including preparation and submission of referrals for services
* Manage students referrals from teachers, allocate and administer various screeners
* Conduct observations and provide feedback to Learning Diversity Leader and teaching staff
* Schedule and lead Program Support Meetings (PSGs), taking and sharing minutes
* Attend parent meetings, parent/teacher interviews, and school meetings as required
* Assist teachers with examination arrangements including collaborating with the modification of assessments
* Develop and record Personalised Learning Plans (PLPs)
* Develop Safety and Behaviour Plans for students if necessary
* Participate in the NCCD Moderation process
* Provide support to relevant students with disabilities and learning difficulties, both in class and in small groups across a broad range of subject areas, including intervention programs
* Apply contemporary learning and teaching research and data analysis to classroom practice; supporting teachers if necessary
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| Other duties as directed by the Principal |
| Selection Criteria |
| * Strives to be a leader in Learning Excellence & a vision for the role with the ability to reflect on one’s leadership performance and style
* An ability to form teams and sustain a network through the term of appointment with excellent leadership, management and administrative skills
* The capacity to work flexibly and creatively within a collaborative decision-making structure
* Exhibit an ability to communicate clearly, personably and effectively in ways that engage staff, students, guardians and the wider school community
* A sound grasp of current educational thought and practice specifically in the context of the role
* Proven record as an exemplary innovative teacher and excellent capabilities of successfully integrating the use of ICT in contemporary education
* Remain committed to undertaking a proactive role in enhancing student learning outcomes and perform at a high level of teaching
* Holds a current registration with the Victorian Institute of Teaching
* Demonstrates commitment to Catholic Education including Accreditation to Teach in a Catholic School or a commitment to attain registration within 2 years of the appointment
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| Terms & Conditions |
| Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA). |
| Caroline Chisholm Catholic College is a Child Safe School. |
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