



# Caroline Chisholm Catholic College

## Position Description – Director of Learning Diversity

**POSITION CLASSIFICATION:**

**Teacher: Position of Leadership Level 4**

**REPORTS TO:**

**Deputy Principal (Learning and Teaching)**

The Director of Learning Diversity will work closely with the Deputy Principal – Learning and Teaching to deliver and oversee the various programmes for our Students with Disabilities. The Director of Learning Diversity will assist teaching staff with the delivery of differentiated learning.

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**Duties:**

- Ensuring the accuracy of the College's NCCD data and validity evidence to support the inclusion of students in the NCCD.
  - Be familiar with and keeping up to date with the [NCCD Guidelines](#) and [Disability Standards](#)
  - Collaborate with Students, Learner Mentors, Subject Teachers and Parents to create personalised learning goals, implement and review Personalised Learning Plans (PLPs) with the aim of providing an inclusive education for all students at the College
  - Collaborate with teachers to decide and plan for the necessary curriculum adjustments and intervention required by students in order to progress their learning
  - Work with the Literacy Coach to develop and implement the College's Literacy Intervention program
  - Support students;
    - In need of assistance with personal care and/or transportation
    - With learning difficulties who may not be eligible for funded support
    - Who are from diverse cultural backgrounds and are learning English as an Additional Language (EAL) and Refugee background
    - With speech and/or language difficulties following recommendations of a Speech/Language Pathologist
    - With social emotional difficulties following recommendations of the school/external psychologists
  - Maintain records including those regarding learning interventions with students to support identified students for use in reviewing each student's learning progress including PLP's
  - Identify students with additional learning needs through teacher referral and testing procedures and, where appropriate, to make recommendations to the Principal regarding the capacity of the College to accommodate the needs of a prospective enrollee
  - Develop Learner Profiles for Students with NCCD status and additional learning needs
  - Provide guidance to staff in their efforts to develop their Personalised Learning programs
  - Oversee the Program Support Groups (PSG) for all SWD funded students, including attendance and follow up communication
  - Make applications for grants including those for student equipment and programs which support Students with Disabilities (SWD) and refugees
  - Complete all funding application requirements for SWD students
  - Work with appropriate staff to develop assessment and reporting instruments appropriate to the needs of students and within the policy guidelines of the College, including Personalised Learning Plans (PLPs) for Students with Disabilities (SWD)
  - Participate in the Course Selection process to support students with additional learning needs
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- Set up guidelines for developing and updating course outlines for students with additional learning needs, working in collaboration with the EAL Coordinator.
  - Support students and families with updates about NDIS
  - Provide support for pathways post Year 12 for students with disabilities
  - Oversee the College's Learning Support Officers and teachers providing direct targeted learning support, including oversight of:
    - Development of timetables and duty rosters
    - Regular, ongoing monitoring of performance and organisation of associated staff

#### **College Culture:**

- Participates in the College planning and policy development and responds to their own professional needs
- Maintains effective relationships with staff through cooperation with and supporting colleagues
- Works positively with parents and families to encourage learning in a safe environment
- Presents a professional manner in appearance, communication and behaviour
- Fulfils all conditions of employment, including punctuality of duties, administration tasks, meetings
- Attends and supports the College activities such as Open Day, Information Nights, Performances, Camps and staff professional learning or conferences, as required. From time to time these may occur outside normal working hours

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#### **Other duties as directed by the Principal**

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#### **Selection Criteria**

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- 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**

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Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA).

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**Caroline Chisholm Catholic College is a Child Safe School.**

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