



ST MARY MACKILLOP COLLEGE

Swan Hill

POSITION TITLE: Teaching and Learning Leader: Learning Diversity

REPORT TO: Deputy Principal: Teaching and Learning

TENURE: 2024 - 2026

POL: 3

TIME ALLOWANCE: 19 lessons per cycle

St Mary MacKillop College is a community of learners whereby every student experiences success and is challenged to grow academically, spiritually and emotionally. The role of the Teaching and Learning Leader: Learning Diversity is to provide exemplary leadership in the area of Learning Diversity and Intervention to promote improved student learning outcomes and engagement by modelling best practice.

The Teaching and Learning Leader: Learning Diversity has a key role on the Teaching and Learning Team and supports the strategic planning of Literacy, Numeracy, EAL/D refugee and indigenous support ensuring all teaching and learning processes and procedures provide access and growth for all students.

Commitment to Child Safety

- A demonstrated understanding of child safety.
- A demonstrated understanding and appropriate behaviours when engaging with children.
- Familiarity with legal obligations relating to child safety (e.g. Mandatory Reporting)

Responsibilities

Leadership

- Support the vision and mission of the Catholic learning faith community of St Mary MacKillop College.
- Ensure that the College is meeting and adhering to legislative and compliant requirements as outlined by the relevant authorities.
- Ensure the College meets its obligations under the Disability and Discrimination Act (1992) and Disability Standards for Education (2005).
- Ensure that there are appropriate processes to identify and analyse the individual needs of students, particularly those with learning, social emotional, physical, sensory and medical needs.
- Implement appropriate intervention programs for students.
- Promote and inform staff, students and parents in the areas of general and specific learning diversity and/or disability within the NCCD Framework.
- Oversee and manage the workload of the Learning Diversity Administration Officer.

As partners in Catholic education and open to God's presence, we pursue fullness of life for all.

- Oversee and lead the work of the Learning Support Team including the development of appropriate timetables for members of the Team.
- Provide effective educational leadership to improve team performance and build the collective efficacy of staff in supporting students with diverse learning needs.
- Chair the Learning Support Team meetings.
- Develop and deliver relevant and appropriate learning development for staff, ensuring staff are aware of current developments within the area of diversity needs and lead them in relevant professional learning.
- Develop a whole school approach and understanding in how to best support students with diverse learning needs.
- Oversee the transition of students with diverse learning needs and provide support structures for students during transition and ensure that necessary steps are in place for students identified in advance of having learning needs.
- Support the EALD Coordinator in ensuring appropriate support is provided for Refugee and EALD students.
- Oversee the Learning Support Officer allocated time for Indigenous students and programs to ensure that appropriate funding and support is implemented.
- Investigate best practice in Literacy and Numeracy to develop appropriate programs and pedagogical practices in collaboration with the Literacy Team and the Deputy Principal Teaching and Learning.
- Liaise with external agencies and departments in order to support students with diverse learning needs.

Strategic Improvement

- Remain abreast of current research and pedagogy in learning diversity and intervention.
- Be a member of and participate in external professional networks and/or associations.
- Undertake appropriate professional learning to support teachers to use inclusive strategies.

Teaching and Learning

- In collaboration with the Deputy Principal Teaching and Learning, develop key policies and processes that foster a whole-school approach and a professional learning program to build staff capacity in the area of differentiation.
- Work with the Transition Coordinator to support the transition of students who require support and/or have diverse learning needs.
- Work with individual staff to assist them to develop their capacity in supporting students with diverse learning needs.
- Work with Curriculum Leaders in the development of programs across the College to best support students with their learning, including targeted support.
- Ensure Personalised Learning Plans (PLP) and Short-term Goals are implemented for students on PLPs, in consultation with teaching staff.
- Brief and continually update staff as to the individual needs of students within the Learning Support programs.
- Oversee appropriate assessment and reporting procedures and processes to support students with diverse learning needs.

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- Ensure that students on modified learning programs and exemptions from Victorian Curriculum Progression Points reporting are communicated to the Deputy Principal Teaching and Learning prior to semester reporting periods
- Work with teachers to design, model and evaluate effective teaching strategies to engage all learners in the classroom, ensuring the material is accessible for all.
- Liaise with the Pathways Coordinator regarding appropriate pathways for students with diverse learning needs.

NCCD

- Lead the NCCD process, complete an internal audit of evidence, and submit the data online annually, so that the College Principal can validate the data.
- Prepare applications for funding for students with diverse learning needs under the Commonwealth Government NCCD program.
- Collect, collate and record data for the NCCD.
- Consider ways of creating ongoing improvement in the procedures used to collect and assess documentation used in the NCCD submission.
- Support teaching staff in the identification and recording of appropriate adjustments for students with diverse learning needs.
- Create and maintain NCCD evidence and supporting documentation both electronic and hard copy where necessary.
- Generate NCCD reports for the Leadership Team as required.
- Provide up to date information to House Leaders, Wellbeing Team and Curriculum Leaders to enable them to support students adequately.

Parents and Students

- Ensure equity in the access to all areas of College life for students with diverse learning needs, in terms of curriculum and co-curricular activities.
- Encourage students, teachers and parents to be actively involved in the planning of learning programs and goals.
- Work collaboratively with parents to develop appropriate structures for students with diverse learning needs.
- Ensure the maintenance of accurate student records and the transfer of information to staff and parents.
- Organise, where appropriate, educational assessments of students with appropriate personnel.
- Oversee the implementation of the CECV guidelines in regard to Program Support Group (PSG) meetings and communication.

Administration

- Prepare and administer the annual budget in the area of Learning Diversity.
- Develop, review and evaluate assessment and reporting policies and processes in regard to students with diverse learning needs.
- NCCD student records and Personalised Learning Plans are accurate and uploaded to Google Drive and/or SIMON.
- Accurate minutes are kept and communicated to families following the PSG meeting.
- Submit articles for the College Newsletter and an annual report for the Chronicle.

Committee affiliation:

The Teaching and Learning Leader: Learning Diversity will attend:

- Learning Support Staff meetings (Lead)
- NCCD Team meetings (Lead)
- Teaching and Learning Team meetings
- Teaching and Learning Staff meetings
- Staff Meetings
- Staff Briefing

Other Duties:

- To undertake other duties as designated by the Principal.

Child Safety:

Consistent with our mission as a Catholic school, the St Mary MacKillop College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students.

All staff must:

- Adhere to Child Safety legislation and College requirements.
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured.
- Be familiar with and comply with the DOBCEL and St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Health and Safety:

All staff are expected to:

1. Adhere to, and implement, safe work practices and procedures in accordance with the St Mary MacKillop College policies.
2. Work safely and report any hazards in accordance with school procedures.
3. Monitor and take full care of the health and safety of others.
4. Participate when required in the resolution of safety issues.