



# St Mary MacKillop College Swan Hill

## **ROLE DESCRIPTION**

<b><u>POSITION TITLE:</u></b>	<b>Learning Diversity Coordinator</b>
<b><u>REPORT TO:</u></b>	<b>Teaching and Learning Leader: Learning Diversity</b>
<b><u>TENURE:</u></b>	<b>2026 – 2027</b>
<b><u>POL:</u></b>	<b>2</b>
<b><u>TIME ALLOWANCE:</u></b>	<b>15 hours per cycle</b>

The St Mary MacKillop College community is inclusive and acknowledges that we are all made in the image and likeness of God and we are created in love. People of all faiths, genders, sexualities and cultures are therefore respected equally in our community.

The Learning Diversity Coordinator in conjunction with the Teaching and Learning Leader: Learning Diversity are responsible for promoting and ensuring an inclusive educational environment through the coordination, oversight and monitoring of students with disabilities or with additional learning support needs.

The Learning Diversity Coordinator will lead and work collaboratively with the Learning Support Officers (LSO) to cater for the needs of students who require extra assistance to reach their potential, and to provide those students with access to the curriculum by supporting their classroom learning.

## **Duties and responsibilities**

### **Student Support**

Collaborate with Curriculum Leaders and teachers regarding suitable pedagogy to support students with diverse learning needs by:

- modelling best practice with regard to the teaching and learning process as it applies to the provision of support for students with additional learning needs.
- collaborating with the Curriculum Leaders regarding the implementation of a differentiated and fully inclusive curriculum including reasonable adjustments that cater for students with additional needs.
- consulting with subject teachers to determine appropriate learning goals for the PLP and liaising regularly to ensure goals and adjustments are being addressed in class;
- providing support and advice to subject teachers in devising, locating and adjusting the curriculum, differentiating resources, and appropriately modifying and learning program and assessments where necessary;
- being available as a contact for parents, teachers, counselling and learning support officers who require support regarding students with identified learning needs and to assist in finding and developing appropriate interventions and/or services to support these students.

- Facilitating extra transition mornings for identified students, and keep record of these for NCCD evidence purposes.
- administering and implementing learning or social intervention programs within the school setting, including the organisation of volunteers;
- overseeing the testing of all new students for literacy and numeracy and other learning needs.

### **Leading Staff**

Lead staff in the Learning Diversity team by:

- collaborating with the Teaching and Learning Leader: Learning Diversity, plan for and present at the fortnightly Learning Support Officer meetings.
- fostering the professional learning, training and assistance of staff within the LSO team at point of need, including mentoring and induction of new staff;
- overseeing the duties of the LSOs;
- overseeing the timetables for LSOs, including daily coverage of classes in the absence of an LSO.

### **NCCD and Compliance**

Oversee processes which align with the Disability Standards for Education (2005) by:

- assisting the Teaching and Learning Leader: Learning Diversity in the maintenance of the NCCD register;
- being responsible for record-keeping and information storage to protect confidentiality;
- promoting successes by sharing positive achievements of students with the wider school community via the College Newsletter, Staff Bulletin, College Assembly etc.
- liaising with key staff in developing medical plans and behaviour support plans for students with disability;
- conducting, or participating in, Parent Support Group (PSG) meetings and following up on actions as required;
- assisting in the preparation and review of NCCD data, including updating NCCD information and maintaining electronic data files and evidence of supporting documentation for inclusion in the NCCD submission.

### **Other Expectations**

- Be flexible, discreet, empathetic and non-judgmental. Adopt resilience and creativity in order to deal with difficult situations and solve intricate problems.
- Maintain respectful relationships with staff and students.
- Attend camps, excursions and retreats as required.
- Attend required staff meetings and professional development sessions.
- Ensure that all students have a right to feel safe and be safe. The wellbeing of children in your care will always be your first priority.
- Complete other tasks assigned by the Teaching and Learning Leader: Learning Diversity, as required.
- Assume other duties as agreed with 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:

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