

LEARNING DIVERSITY COORDINATOR - STAFF

The Learning Diversity Coordinator- Staff is appointed by the Principal and reports to the Leader of Learning Development and liaises with the Curriculum Coordinator. They collaborate with and share responsibility for the area of Learning Support with the Learning Diversity Coordinator- Students.

The Learning Support Coordinators are together responsible for ensuring the learning support program at OLMC is contemporary, rigorous and engaging and reflects the College's mission, vision and values. The Learning Diversity Coordinators are teacher leaders who collaborate with teachers in the development of programs and practices to support the learning of individual students with identified needs. They also lead a team of Education Support Officers who support students in classrooms.

The Learning Diversity Coordinators take on a role based on a model of Christian service. They derive authority from the Principal and, as such, are empowered and expected to participate in the implementation the Vision of the College and reflect the College values of Compassion, Justice, Courage and Joy.

KEY RESPONSIBILITY AREAS

Educational Leadership

- Participate in the development and delivery of the Learning and Teaching and Student Wellbeing programs within the context of the College's strategic plan.
- Provide leadership in the evaluation and implementation of innovative practice in learning and teaching, with a particular emphasis on initiatives that will benefit NCCD students and those students with significant learning needs.
- Works closely with Learning Area Leaders to support the development of adjustments to the teaching and learning and assessment programs within each Learning Area.
- Develop productive communication and interaction with the Learning Support Coordinator- Students.
- Foster productive communication and interaction between the Learning Support Team and the wider school community.
- Engage in personal professional learning to maintain and extend knowledge of contemporary educational thinking and innovative practice, with particular reference to special needs education.
- Co-Lead the development and regular review of Learning Support policies and procedures to ensure they comply with appropriate requirements including NCCD, meet the needs of students and teachers Program Leadership
- Collaborate with teachers and the Learning Diversity Coordinator – Students in the development of differentiated learning programs based on the Individual Learning Plans for students with special needs.
- Consult with the Learning Diversity Coordinator- Students regarding LSO timetables prior to release.

- Support the Learning Diversity Coordinator- Students with the preparation of the funding applications for individual students who meet the Commonwealth Government's funding criteria using the Catholic Education Melbourne and legislative requirements.
- Participate in the appropriate NCCD Moderation processes prior to submission of data to the Catholic Education Office, Melbourne.
- Provide professional learning opportunities for teachers about special needs in the classroom.
- Co-lead and monitor the work of the Education Support Officers supporting students and teachers in the classroom.

Management of Staff and Resources

- Develop effective and efficient administrative systems to record and store information about learning support services provided to individual students.
- Ensure teachers are using assessment activities that are appropriate and have been adjusted in line with the needs of the student.
- In conjunction with the Learning Diversity Coordinator-Students, formulate and implement the Learning Support capital and recurrent budgets and monitor their implementation.
- In conjunction with the Learning Diversity Coordinator-Students, monitor the safety of the learning and working environments to ensure that practices are consistent with OLMC OHS policy.
- Organisation and management of the Rosetta program.

Child Safety

- Be familiar with and comply with the College's student-safe policy and code of conduct and any other policy or procedures related to child safety.
- Provide students with a child-safe environment and proactively monitor and support student wellbeing.

No position description can be entirely comprehensive. From time to time the Learning Diversity Coordinator – Staff will be expected to carry out other duties, as requested by the Principal or her delegate, that are broadly consistent with this position description and the status of the role within the College.

ACCOUNTABILITY

Reports to: Leader of Learning Development and Curriculum Coordinator as appropriate. Works directly with: Leader of Learning Support- Students

Internal liaisons: Leadership Team, Curriculum Coordinator, Student Counsellors, College Registrar, Pathways Coordinator, Teaching staff, Learning Support Education Support Officers, Parents

External liaisons: Professional associations, VCAA, DE&T, DEECD, CEM, support agencies and consultants

CONDITIONS

The Learning Diversity Coordinator- Staff is available as a full time/part time position. The appointment to the position of leadership, POL 2 is a fixed term position.

All conditions are per the Victorian Catholic Education Multi Employer Agreement 2022 and OLMC's employment policies.

The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.

The Learning Diversity Coordinator-Staff will have a classroom teaching load according to the fraction of FTE which will be negotiated with the successful applicant.

KEY SELECTION CRITERIA

Please address all criteria and provide evidence to support your responses.

1. A demonstrated understanding of the ethos of a Catholic school and its mission.
2. Demonstrated ability as an effective teacher with a sound understanding of contemporary learning and teaching practice, including differentiation and digital technologies, to support the individual needs of students.
3. High-level interpersonal skills and the capacity to communicate effectively, both orally and in writing with a range of people including teachers, parents, students and external professional service providers.
4. Demonstrated ability to lead and manage the operation of a responsive, reflective and successful staff team and to work collegially with teachers.
5. Demonstrated ability to manage individual student learning programs and pathways.
6. A demonstrated understanding of child safety and the appropriate legislation, obligations and behaviours when engaging with students.

The successful applicant will have current VIT Registration or capacity to be registered as a teacher through VIT.

It is expected that she/he will have Accreditation to teach in a Catholic School, or similar accreditation, or be working towards the attainment of accreditation. Post Graduate qualifications and relevant experience in special needs education highly desirable.

Date: September 2024