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

POSITION CLASSIFICATION: Teacher

REPORTS TO: Principal via Director of Learning Diversity

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

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| **Duties:****In addition to classroom teacher duties, the following responsibilities are part of this teaching position**Overall responsibility for managing a designated caseload of NCCD students which includes the following for relevant students:**Professional Practice*** Identify adjustments and modifications necessary to support NCCD student to access their learning
* Support teachers to implement classroom adjustments for NCCD students
* Interpret and act upon assessments conducted by professionals such as Educational Psychologists and Speech Pathologists
* Conduct observations of NCCD students where necessary and provide feedback to the Director of Learning Diversity and teaching staff
* Provide support to relevant students with disabilities and learning difficulties, both individually and in small groups across a broad range of subject areas, including intervention programs
* Assist with the transition of students with diverse learning needs from primary schools or other secondary schools
* Identify personal professional learning needs and communicating these directly with the Director of Learning Diversity

**Administration*** Ensure that accurate and comprehensive NCCD information is documented and made available to all staff about students with additional needs, in a timely and easily accessible manner
* Maintain up-to-date and accurate records of NCCD student information and updates using Compass, ensuring timely communication of relevant information to staff across the school.
* Participate in the NCCD Moderation process in preparation for the annual census date
* Support the Wellbeing Team with the development of Safety and Behaviour Plans for NCCD students, where required.
* Manage Student Support Referrals by gathering data and observational information to determine whether a student should be part of the NCCD

**Communication** * Initiate and lead Program Support Meetings (PSGs); recording minutes and sharing outcomes to relevant parties.
* Implement and follow up on actions generated through the PSG process, including the monitoring and continued development of Personalised Learning Plans (PLPs) as a student progresses through the school.
* Ensure effective communication occurs between parents, students, staff and, where necessary, external agencies to support the needs of NCCD students in their learning and wellbeing
* Collaborate with MACS consultants to support NCCD students including preparation and submission of referrals for services
* Support the LSO Supervisor to analyse various screeners to identify learning difficulties for students who have been referred to NCCD
* Attend parent meetings, parent/teacher interviews, school meetings and team meetings
* Support teaching staff with the development of modified assessment tasks for NCCD students and liaise with the NCCD Coordinator to facilitate assessment and/or examination provisions.
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| Other duties as directed by the Principal |
| Selection Criteria |
| * Strives to be a leader in Learning Excellence & has a vision for the role with the ability to reflect on one’s practice and pedagogical practices.
* Demonstrates strong time management skills through the successful completion of objectives and responsibilities across multiple departments.
* Works flexibly and creatively within a collaborative decision-making structure
* Exhibits 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, especially in relation to students with a disability and differentiation practices.
* Proven record as an exemplary innovative teacher and excellent capabilities of successfully integrating the use of ICT in contemporary education
* 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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