



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.

Duties:

Along with a teaching load, 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:

- Facilitate and assist with transition for students with diverse learning needs from primary schools or other secondary schools
- Ensure that accurate and comprehensive information is available to all staff about students with additional needs in a timely and easily accessible manner
- Ensure effective communication occurs between parents, students, staff and, where necessary, external agencies to support the needs of students in their learning and wellbeing
- Interpret and act upon assessments conducted by professionals such as Educational Psychologists and Speech Pathologists
- Collaborate with MACS consultants to support NCCD students including preparation and submission of referrals for services
- Manage students referrals from teachers, allocate and administer various screeners
- Conduct observations and provide feedback to Learning Diversity Leader and teaching staff
- Schedule and lead Program Support Meetings (PSGs), taking and sharing minutes
- Attend parent meetings, parent/teacher interviews, and school meetings as required
- Assist teachers with examination arrangements including collaborating with the modification of assessments
- Develop and record Personalised Learning Plans (PLPs)
- Develop Safety and Behaviour Plans for students if necessary
- Participate in the NCCD Moderation process
- Provide support to relevant students with disabilities and learning difficulties, both in class and in small groups across a broad range of subject areas, including intervention programs
- Apply contemporary learning and teaching research and data analysis to classroom practice; supporting teachers if necessary

Child Safe Responsibilities

- Having a good working knowledge of the College's Child Protection and Safety Policy and Child Protection Program
- Promoting child protection issues within the College community and responding to general queries with respect to the College's Child Protection and Safety Policy and Child Protection Program

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- Acting as “*Child Protection Champions*” and ensuring a strong and sustainable child protection culture is embedded within the College
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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 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

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.
