

## Position Description

# Learning Diversity Leader Prep to Year 2

<b>Purpose of position</b>	The Learning Diversity Leader Prep to Year 2 is a member of the Campus Differentiated Educational Practice Team, Primary, and College Learning Diversity Team and supports the Director of Learning Diversity with realising the differentiated educational practice strategy of the College. They are entrusted with the responsibility to lead learning diversity program for students across Prep to Year 2.
<b>Staff Team</b>	Learning Diversity Team
<b>Reporting to</b>	Director of Learning Diversity
<b>Location</b>	Marymede Catholic College: - 60 Williamsons Road, South Morang - Cookes Road, Doreen
<b>Classification</b>	POL 3
<b>Salary and benefits</b>	<ul style="list-style-type: none"> <li>• Salary as per Victorian Catholic Education Multi Enterprise Agreement 2018</li> <li>• Significant opportunities for professional learning</li> </ul>
<b>Commencement date</b>	January 2024
<b>Employment conditions</b>	<ul style="list-style-type: none"> <li>• Full-time</li> <li>• Position of Leadership Level 3</li> <li>• 28 periods of time release per fortnight</li> <li>• Contract tenure of 3 years for the position of Learning Diversity Leader Prep to Year 2</li> <li>• Ongoing appointment to the College as a teacher</li> </ul> <p>The successful applicant will:</p> <ul style="list-style-type: none"> <li>• be employed under the Victorian Catholic Education Multi Enterprise Agreement 2018</li> <li>• be required to be registered as a teacher with the Victorian Institute of Teaching</li> </ul>
<b>Qualifications and experience</b>	<p>An appropriate qualification in education is required.</p> <p>A postgraduate qualification in an area of learning diversity and/or educational leadership is desirable but not essential.</p> <p>Demonstrated successful experience in educational leadership in learning diversity is desirable.</p>

Accreditation to Teach Religious Education or Lead in a Catholic School is required (or commitment to achieving this in the first two years of appointment).

Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people.

## Key duties and responsibilities

- Actively support the Catholic identity and mission of the College
- Lead in a manner consistent with the College's Catholic identity; humbly, kindly, ethically, inclusively and inspired by Christ's teaching
- Energetically contribute to the realisation of the strategic intent of the College
- Foster a culture of collaboration and curiosity
- Set and monitor high standards for and of students, staff and all community members and challenge conduct which is unsatisfactory
- Lead the Learning Diversity Team across Prep to Year 2
- Be a contributing member of the College Learning Diversity Team, Primary Differentiated Educational Practice Team and Student Pathways and Progress Team, Prep to Year 2
- Foster the learning and growth of the whole person through the provision of a hope-filled student-centred learning environment
- Ambitiously lead the development and implementation of the College's differentiated educational practice strategy within the learning diversity program
- Support the College's professional learning program for learning diversity including the development of accompanying resources
- Assist Prep to Year 2 subject teachers with differentiating the curriculum, assessment and classroom practice to support the diverse learning needs of the College's students
- Contribute to the development of adjusted and differentiated learning and teaching resources
- Lead the case management of Tier 1 and 2 students in relation to learning diversity
- Assisting with the applications from and transition of new students with individual learning needs
- Work with feeder schools on developing support for transition of students to the College
- Liaise with classroom teachers, parents, students and other support services to identify and implement need for adjustments and monitor adjustment and achievement including conducting Program Support Group Meetings
- Work with external agencies and alternative settings to support any students with dual enrolment
- Lead the implementation of interventions across Prep to Year 2 including intervention programs, resourcing of Learning Support Officers, learning program subject adjustments, support from allied health professionals, summary adjustments by teachers and Personal Learning Plans
- Lead the evaluation and reporting of learning related to the learning adjustment program including intervention program reporting, adjustments and PLP outcomes
- Lead compliance processes for learning diversity across Prep to Year 2 including those relating to NCCD, ATSI and New Arrival Funding
- Support teachers and other staff with realising the learning diversity program of the College
- Foster effective collaboration amongst teachers and Learning Support Officers to support the implementation of the learning diversity program.
- Actively support the teachers to continue to build capacity through feedback, mentoring, recognition, and/or targeted professional learning.

- Ensure documentation related to learning diversity is maintained
- Support organisers of excursions and other events to ensure that learning diversity principles are applied to all settings within the learning program
- Support the subject selection process
- Support the resourcing of educational practice in particular the use of NCCD, ATSI and New Arrival Funding in collaboration with the Director of Learning Diversity
- Support the Principal with the development of teaching allotments
- Oversee policies and procedures related to educational practice within the learning diversity program
- Foster the culture of Child Safety at the College
- Support the College Community Engagement Strategy
- Complete operational and administrative responsibilities including the preparation and monitoring of relevant budgets, resource development and contributing to the development of the College calendar
- Other duties as outlined by the Principal consistent with the skills and experience required for this position

## Key selection criteria

- Possess the skills, experience and qualifications to perform the duties and responsibilities of the position
- Ability to lead teams, build capacity in others, and work as part of team
- Ability to implement the functions of learning diversity
- Ability to strategically lead the differentiated educational practice strategy across the learning diversity program
- Excellent interpersonal, communication and negotiation skills
- Ability to handle sensitive and confidential information appropriately
- Ability to contribute to the broad strategic intent of the College
- Ability to set and monitor high standards
- Ability to have a positive influence on the culture of the College through an innovative, collaborative and curious disposition
- Ability to use digital technology effectively
- Commitment to supporting the Catholic identity and mission of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedures

## Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance, and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

**Position description updated:**

July 2023