POSITION DESCRIPTION
Learning Diversity Officer

POSITION	Learning Diversity Officer
RESPONSIBLE TO	Deputy Principal Learning and Teaching Deputy Principal Wellbeing and Strategy Head of Learning Diversity
CLASSIFICATION	Education Support Employee – Category B
EMPLOYMENT TERMS	• Employment is in accordance with terms and conditions as outlined in the Catholic Education Multi-Employer Agreement (CEMEA 2022) • Remuneration is in accordance with the CEMEA 2022 and dependent on skills and experience
PREPARED BY	Principal Head of Learning Diversity
ISSUE: 09	**DATE:** Jan 2025

All staff members of Siena College are expected to support and promote the College's mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Siena College is committed to providing an education that is inclusive and that supports each student to achieve her potential. The College recognises that some students require additional assistance to do this. The role of an Education Support Employee in the Learning Diversity Department is to provide support to individual students/groups under the direction of the Head of Learning Diversity and as a member of a team. This includes being actively involved in the Enrichment Program offered to students by the Learning Diversity Department.

A secondary role is to assist in other ways not directly in support of individual students, such as assisting subject teachers in facilitating the learning of supported students.

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1. Responsibilities

1.1. Provide assistance to individual students or groups of students with specific learning needs on a withdrawal basis or via in class support

1.2. Keep detailed records of each support session with the student/groups

1.3. Supervise the student/groups working in the Learning Diversity Department or in a designated Support Team area

1.4. Work collaboratively as a member of the Learning Diversity Team to develop resources and materials to support student learning and to deliver targeted programs for students with learning needs including those who require extension

1.5. Maintain confidentiality in relation to all student and family information

1.6. Undertake administrative tasks as requested

1.7. Attend Learning Diversity Department meetings

1.8. Support the student/groups in relation to social interaction with their peers and develop/implement programs to improve resilience, communication skills and everyday life skills

1.9. Support students with transition from primary to secondary school and from one year level to the next in terms of school procedures and routines

1.10. Act as a resource person for PSG Meetings and take minutes as requested

1.11. Work with classroom teachers and the Learning Diversity Team to develop, implement and evaluate individualised/alternate/adjusted programs and reports

1.12. Be responsible for aspects of the Enrichment Programs such as the creation/sourcing of resources, the implementation of sessions and accompanying students to off campus activities

1.13. Develop learning and teaching strategies in conjunction with the classroom teacher

1.14. Conduct diagnostic testing in relation to students' abilities and use the data from these tests to create individual learning plans specific to the student's needs

1.15. Provide exam supervision for the student/groups who have identified needs

1.16. Attend excursions, camps and retreats as requested by the Principal and Head of Learning Diversity

1.17. Support teaching staff in the collection, collation and storage of data for the National Consistent Collection of Data (NCCD)

1.18. Assist with students' personal care and hygiene as required

1.19. Carry out other duties as requested by the Head of learning Diversity or the Principal

1.20. Undertake NCCD administration process as required which could include, but are not limited to, NCCD audit and data collection

2. General accountabilities for all Staff

2.1. Demonstrate duty of care to students in relation to their physical and mental wellbeing

2.2. Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse

2.3. Adhere to the College's professional dress code for staff

2.4. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days

2.5. Demonstrate professional and collegial relationships with colleagues

2.6. Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning

2.7. Demonstrate alignment and support for the Catholic and Dominican ethos of the College

2.8. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan

2.9. Be familiar with and comply with all College policies and procedures