

## POSITION DESCRIPTION

### Head of Learning Diversity

<b>POSITION</b>	Head of Learning Diversity
<b>RESPONSIBLE TO</b>	Deputy Principal Learning and Teaching
<b>CLASSIFICATION</b>	POL 3
<b>EMPLOYMENT TERMS</b>	<ul style="list-style-type: none"> <li>• Employment is in accordance with terms and conditions as outlined in the Catholic Education Multi-Employer Agreement (CEMEA 2022)</li> <li>• Remuneration is in accordance with the CEMEA 2022 and dependent on skills and experience</li> </ul>
<b>PREPARED BY</b>	Principal Deputy Principal Learning and Teaching
<b>ISSUE: 06</b>	<b>DATE:</b> July 2024

All staff members of Siena College are expected to support and promote the College 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.

The Head of Learning Diversity is appointed by the Principal and is a member of the Learning and Teaching Team. The position works closely with the Deputy Principal Learning and Teaching to ensure an unrelenting focus on learning across the College and to support staff in the provision of contemporary and effective learning opportunities which meet the needs of all students as detailed in the Strategic Plan.

Siena College is committed to providing an education that is inclusive and that strives to support each student to achieve their potential. The College recognises that some students require extra assistance, and some require extension, to do this. The Head of Learning Diversity advocates and works with all staff on behalf of students with learning needs and requiring extension in their learning. These include highly able students, students with learning difficulties, funded students and students with disabilities. The Head of Learning Diversity liaises with students, staff, parents, outside agencies and leads a team of staff to implement strategies to enhance participation and access to the curriculum and learning success for all.

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### 1. College Leadership

- a. Work with the Principal and Deputy Principal Learning and Teaching to actively and publicly promote the Catholic and Dominican ethos of the College
- b. Provide leadership by actively and publicly supporting the College Mission Statement and in implementing the College Strategic Plan and School Improvement Plan
- c. Embed high expectations of staff and students in the pursuit of excellence
- d. Support individuals to deal constructively with change and monitor and evaluate the effectiveness of change
- e. Develop authentic relationships with students, staff and parents, promoting collegiality and open dialogue
- f. Be a positive role model for colleagues and students and demonstrate a commitment to life-long learning

### 2. Educational Leadership

- a. Work collaboratively with the Deputy Principal Learning and Teaching, the College Leadership Team and the Learning and Teaching Team to identify strategic learning and teaching priorities for the College and for the Learning Diversity Team
- b. Work collaboratively with the Deputy Principal Learning and Teaching, and members of the Learning and Teaching Team to foster a culture committed to continuous improvement and learning enhancement for students with diverse learning needs
- c. Work with the Learning Diversity Team to develop and implement the faculty's annual vision and goals for improving students' learning outcomes. Promote professional dialogue, reflective practice and collaboration centred around the College Annual Action Plan
- d. Work with the Deputy Principal Learning and Teaching to identify strategic learning and teaching priorities for students with diverse learning needs
- e. Contribute to the development, implementation and review of College policies and charters on curriculum, learning and teaching, assessment and reporting and student wellbeing, particularly as they relate to students with diverse learning needs
- f. Ensure support and growth for the learning and engagement of all culturally and linguistically diverse students
- g. Engage in ongoing professional learning to support College priorities and to build leadership capacity
- h. In collaboration with Heads of Learning and teaching staff, assist in the development of differentiated curriculum, including modification or extension of resources, teaching strategies and appropriate learning and teaching

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arrangements (withdrawal, small group or intensive short-term instruction), according to individual learning needs

- i. Lead the development and implementation of programs and initiatives for highly able and gifted students
- j. Encourage and support teachers in the use and analysis of student outcomes data (NAPLAN, diagnostic data) to inform learning and teaching, in collaboration with the Deputy Principal, Learning and Teaching.
- k. Create Learning Diversity Profiles for students as required and support teachers in the development of personalised learning plans (PLPs) and adjusted reports for identified students
- l. Represent the College in appropriate networks and outside organisations and circulate information and resources as appropriate

### **3. Leadership of Staff**

- a. Demonstrate excellent interpersonal skills and the capacity for effective communication
- b. Lead regular meetings of the Learning Diversity Team
- c. Provide leadership support to all staff engaged in the NCCD program
- d. Support and monitor individual staff in the performance of their professional responsibilities, including annual review meetings, to ensure that College expectations are met, and follow up with staff as appropriate
- e. Encourage professional learning for members of the faculty
- f. Show tact, respect and discretion in dealing with individuals and groups and ensure the confidentiality of information as appropriate
- g. Supervise the daily and long term duties of Education Support Officers
- h. Mentor new staff in the faculty and support them in their transition into the faculty/College
- i. Assist the Deputy Principal Learning and Teaching with the recruitment of new staff in the Learning Diversity team

### **4. Specific Responsibilities**

- a. Oversee the implementation of NCCD Processes which include:
  - i. ensuring that all students with diverse learning needs are identified;
  - ii. ensuring the collection of adjustments information for students within the NCCD framework
  - iii. being familiar with the requirements and the implementation of NCCD in the classroom;

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- iv. working with staff and the Learning Diversity team to ensure that necessary information is collected on Siena Central for the purposes of NCCD; and liaise with the Development Department to complete Census data collection;
- v. collate documents, facilitate moderation of accrued data, and oversee the application process for funding;
- vi. educating teaching and support staff to make the necessary adjustments and modifications in the classroom, as well as maintain records to support for future NCCD processes;
- vii. Assist the Principal in applying for NCCD (National Consistent Collection of Data) funding and other sources of financial support and educational resources for students with special needs
- b. Consult with parents as appropriate, in relation to learning support and extension as relevant to their child, including diagnosis requirements
- c. Oversee the administration of modified exams and assessments, including special provisions for students on PLPs
- d. In collaboration with the Deputy Principal Learning and Teaching and Head of Senior Pathways, arrange special examination provisions (as complies with VCAA requirements) for students in Year 9 to Year 11
- e. Oversee reporting requirements for students accessing Learning Diversity support
- f. Conduct Parent Support Group Meetings (PSGs) to ensure that formal records of PSG meetings are maintained, shared appropriately and outcomes are acted upon
- g. Write submissions for students who are identified as eligible for therapy and/or equipment support from MACS
- h. Coordinate and manage the work of Learning Support Officers including the planning of class support timetables and programs
- i. Maintain appropriate electronic student files and communicate information to teachers, parents and outside agencies as appropriate and with respect to confidentiality and privacy requirements
- j. In the transition of students to the College, liaise with feeder primary schools regarding incoming students, their levels of achievement and particular needs
- k. Where required be involved in transition of students at all levels and assist with new student interviews as relevant to a student's learning needs
- l. Liaise with the DP Learning and Teaching to ensure that important information for any student with diverse learning needs is presented to staff prior to the start of each year/term, or as otherwise required
- m. Oversee the creation and uploading to the LMS of a Learning Diversity Profile as required to support student learning needs
- n. Coordinate and present information sessions for all teaching staff in relation to students with diverse learning needs
- o. Formulate recommendations for staffing required to service programs

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- p. In collaboration with the Head of Finance and Services, prepare budget submissions for the Learning Diversity Department
- q. In collaboration with the Careers practitioner, support students to make informed decisions about future pathways and their transition to work and/or further study
- r. Undertake other tasks as requested by the Principal and Deputy Principals

#### **5. General accountabilities for all Staff**

- a. Demonstrate duty of care to students in relation to their wellbeing
- b. Be well informed and comply with College obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- c. Adhere to the College professional dress code for staff
- d. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
- e. Demonstrate professional and collegial relationships with colleagues
- f. Commit to and actively support the College agenda for continuous improvement through participation in school improvement planning as required
- g. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- h. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- i. Be familiar with and comply with all College policies and procedures

#### **KEY SELECTION CRITERIA**

1. Demonstrated capacity for proactive educational leadership of students with diverse learning needs
  2. Highly developed skills in leading staff in continuous improvement in learning and teaching, particularly for students with diverse learning needs
  3. Demonstrated commitment to Catholic Education and an understanding of the importance of charism and spiritual tradition in the life of an order-owned Catholic school
  4. Demonstrated knowledge and understanding of contemporary educational research, issues, trends, practices and policies
  5. Highly developed interpersonal and communication skills including a demonstrated ability to develop productive relationships and communicate effectively with students, staff and parents regarding student needs
  6. A commitment to the concept of a learning community and an ability to work with all members of the community to enhance learning and teaching
  7. Demonstrated commitment to ongoing professional learning
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8. Experienced and highly effective teacher in secondary education with experience working as a special education teacher/leader in a secondary school context desirable
9. Demonstrated expertise in data analysis, testing interpretation and the monitoring of student progress

The role of Head of Learning Diversity includes a teaching allotment as negotiated with the Principal.

The Head of Learning Diversity is appointed for a three year period and has a time allowance of 35 periods. A performance appraisal will be conducted midway through the period of tenure.