



Position Information Document

Diverse Learning Coordinator

Position Details

Role Title:	Diverse Learning Coordinator
Line Manager	Leader of Diverse Learning and Deputy Principal: Learning and Teaching and ultimately the Principal
Classification Level:	Band 2, POR2
Release Time:	Minimum 3 hours
Tenure:	Replacement 22 July 2024 to 4 July 2025
Conditions of Employment:	All employment conditions are governed by the SA Catholic Schools Enterprise Agreement 2020 as amended or replaced ("Enterprise Agreement")

Role Description

The Diverse Learning Coordinator provides support and leadership to the Diverse Learning Team (DLT) including all Teachers and Education Support Officers, under the direction of the Leader of Diverse Learning or their delegate.

Working in partnership with the Leader of Diverse Learning the Diverse Learning Coordinator helps lead and manage a team of Diverse Learning Teachers and Educational Support Officers (ESOs) in the St Mary's Unit, and to provide equal access to learning programs based on the Australian Curriculum and SACE, and pedagogies that support high quality, inclusive learning environments. They will help implement, support and review additional programs, interventions and high-quality differentiated learning opportunities, tasks and assessment rubrics to support students with their learning / behavioural / social / emotional development.

The Diverse Learning Coordinator works collaboratively with colleagues, parents/caregivers and external agencies, to oversee the construction, implementation and ongoing review of Individual Education Plans (IEPs) and Individual Learning Profiles (ILPs), to ensure the appropriate adjustments and modifications are identified for student learning, assessment and reporting.

From application, enrolment, transition each year, through to pathways beyond Cabra, the Diverse Learning Coordinator, along with a team of staff, support students with disability and/or learning difficulty and their families who access support through the St Mary's Unit or specific learning programs.

Role-Related Responsibilities

The Diverse Learning Coordinator (of which there is two) will be responsible to the Leader of Diverse Learning to ensure the following:

Support Strategic Leadership of Diverse Learning

Support, develop and nurture a culture of inclusive and excellent education.

- Provide support in leading and nurturing high professional standards, work inclusively with all staff, and model collaborative leadership with the Leader of Diverse Learning with appropriate confidentiality.
- Provide support in managing the Diverse Learning Team, by meeting regularly with the Teachers and Educational Support Officers.
- Work in partnership with the Leader of Diverse Learning to provide expertise in the development, implementation and review of policies, strategies, guidelines, structures and initiatives across our community, which are underpinned by contemporary research to inform best practice.
- Work in partnership with the Leader of Diverse Learning to implement the college strategy on inclusion for all learners, from their transition into secondary school through to post-school pathways, nurturing student agency and life-long learning.

Management and Support of Diverse Learning staff

Manage and assist in developing a highly effective Diverse Learning Team.

- Assist leading professional learning and development of staff to provide them with opportunities to develop knowledge and skills to cater for the diversity of learners in our college. Support staff in developing strategies that provide for positive educational outcomes for students.
- Be involved in the recruitment of new staff including the induction process as required.
- Provide assistance and support teachers, as needed, with matters relating to course design, assessment and reporting, resources, excursions and incursions.
- Work in partnership with teachers to develop capabilities in learning how to engage with the IEPs and adjust the curriculum and learning tasks, assessments and reporting tools as part of Cabra's strategic vision that all teachers are competent at adjusting the curriculum and all students can access the curriculum.

Support and mentor teachers

Champion and support staff with best practice in high quality learning access in task design, learning pedagogies and assessment.

- Work with the Leader of Diverse Learning and as part of the Diverse Learning Team to develop teaching programs, tasks and assessment rubrics that support the participation and learning of students with disability and/or learning difficulties.
- Support and mentor teachers to engage with, understand and implement the adjustments/differentiated tasks and assessments, as stipulated by best practice in individualised learning.
- Promote the use of capabilities, encompassing knowledge, skills, behaviours and dispositions, in all courses and assessment.
- Oversee the quality checking of differentiated tasks to ensure they comply with Crossways Australian Curriculum and/or SACE requirements.
- Build teacher knowledge, capacity and confidence in supporting students to access a range of tools and strategies to access learning opportunities (eg. Assistive Technologies).
- Oversee evidence recorded in line with the NCCD level of adjustment.
- Work collaboratively with relevant staff to support the needs of students with learning difficulties/disabilities, ensuring appropriate differentiated or adjusted learning programs and assessment tasks are in place.

- Utilising reports, data and learning evidence, assist in the development and documentation of necessary school-based adjustments for students including their Individual Education Plans (IEPs) and Individual Learner Profiles (ILPs).
- Support teachers with reporting, gathering learning evidence and assessment design for students with Disability and/or learning difficulties.

Provide specialised knowledge in inclusive learning design, access and support.

Work in partnership to implement and review inclusive learning design and support.

- Provide expertise in the development, implementation and review of the Modified Learning Programs and Individualised Education Plan (IEPs) with all stakeholders.
- In collaboration with the Leader of Diverse Learning, provide guidance for the Learning and Teaching Team to adjust and modify assessments and reporting for students with identified needs.
- In collaboration with the Leader of Diverse Learning, assist the Learning and Teaching Team, negotiate timetable development and/or changes to allow for flexibility in working with identified students ensuring the placement of students in appropriate classes and programs.
- In collaboration with the Leader of Diverse Learning, assist the Learning and Teaching Team to allocate and review resourcing (staffing, programs and infrastructure) that provides the best overall support for students, within our limitations.
- Provide specialised knowledge and assist in developing learning programs that specifically strengthen student learning outcomes, and that are underpinned by contemporary research and best practice. Programs include, Literacy and Numeracy support, lunchtime programs, social emotional learning and SACE Modified
- Oversee evidence recorded in line with level of adjustment, building teacher capacity.

Student transition

Provide guidance and knowledge to nurture the learning pathway approach for identified students from enrolment, transition to graduation and pathways beyond Cabra.

- Review professional reports regarding current students, as well as those that accompany enrolment applications and post acceptance.
- Model and support an enrolment and transition approach for Teachers, based on best practice.
- Support students and families in the transition, placement and induction process of joining the Cabra community.
- Assist with the review and evaluation of professional reports regarding current students, as well as those that accompany enrolment applications and post-acceptance.
- Working closely with members of Executive Leadership, support students and families in the transition, placement and induction process prior to joining the Cabra community.
- Work collaboratively with the Future Pathways Coordinator and investigate and support post-school pathways for students.

Management and Administration

Provide leadership and support in the management and administration of the Diverse Learning Centre to provide excellence and efficiency.

- Liaise with the Education Advisor: Learning Diversity and Equity at Catholic Education, SA and external providers (e.g. NDIS, SASVI, Cora Barclay, psychologist, psychiatrists, occupation therapists etc.) as required.
- Assist with the management of the learning space and resourcing for the St Mary's Unit and Learning Centre.
- Arrange peer awareness sessions in line with individual IEPs and broader considerations as required.
- Assist in the processes associated with the Nationally Consistent Collection of Data (NCCD) across the college including the collection of information and associated staff development opportunities.
- Ensure information is uploaded to SEQTA i.e. IEP, documents, meeting notes etc.

Other Duties

- Promote a safe working environment for all staff, students and volunteers.
- Report any unsafe work practices to the Risk and Compliance Manager or committee.
- Attend Curriculum Extension Activities (CEA) as required.
- Any other duties as directed by the Principal.

Person Specification

The successful applicant will:

- Demonstrate a commitment to uphold, support and contribute to the values, vision and mission of Cabra Dominican College.
- Seek to deepen their understanding of the Dominican charism and approaches to education.
- Have the required skills and experience as a successful educator.
- Be a person with integrity and role-model best practice as a teacher and/or leader.
- Demonstrate the desire to improve and develop as a reflective practitioner.
- Be forward thinking, positive and progressive in approach as an innovative educational teacher and/or leader.
- Have the ability to work collaboratively and effectively with colleagues, demonstrating the capacity to engage, enable and inspire others.
- Possess highly developed organisational and planning skills.
- Have highly developed communication skills and the ability to relate to, and respond effectively to, the needs of staff, students and families.
- Demonstrate resilience, responsible risk-taking and tenacity.
- Demonstrate the ability to work under pressure whilst maintaining a sense of perspective and humour.

Work, Health and Safety (WHS)

This role is deemed to be a Worker under the Work Health and Safety Act 2012 (SA). As a Worker, while at work, you, as the employee who is the subject of this Position Information Document must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, insofar as you are reasonably able to, with any reasonable instructions given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.
- Reference: Work Health and Safety Act 2012 (SA) ss 27 and 28.

Additional Qualification, Documentation, WHS and Compliance Requirements

All employees must ensure that they are fully compliant and will take personal responsibility to maintain and complete their:

- Teacher's Registration with the Teachers Registration Board of South Australia).
- Screening clearance and a police clearance to work in Catholic Education SA in accordance with current guidelines (i.e., DHS Working with Children Check).
- Teacher Accreditation in Catholic Education SA (including completion of the Graduate Certificate in Catholic Education within 5 years of appointment).
- HLTAID012 Provide an emergency first aid response in an education and care setting.
- Qualifications in, and knowledge of, the Keeping Safe: Child Protection Curriculum.
- Approved Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC).
- Learning Manager modules, as issued by the Catholic Education Office, as required.
- WHS education and training modules as required.

Additionally, all employees must ensure they:

- Are familiar with and understand Cabra's WHS policies.
- Report all hazards, incidents, accidents when witnessed, in accordance with Cabra's WHS policies and procedures.
- Use correctly any equipment provided for health or safety purposes.
- Cabra Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of Cabra Staff working in High-Risk Settings (St Mary's Unit). Cabra Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for Cabra Staff working in High-Risk Settings (St Mary's Unit) is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

Conditions of Employment

- Provide copies of awarded qualifications to the Human Resources Manager, if applicable.
- The salary and entitlements are consistent with those outlined in the Enterprise Agreement.
- The employee must undertake performance review on an annual basis in accordance with the terms and conditions of the Enterprise Agreement.

