

POSITION DESCRIPTION

Director of Learning Diversity



The Director of Learning Diversity is responsible to the Principal through the Deputy Principal Campus Directors for fostering an inclusive and supportive learning environment that promotes student success, well-being, and diversity. This role encompasses leadership in curriculum adaptation, student wellbeing, and staff professional development to ensure equitable access to learning for all students. The Director works closely with students, families, staff, and the wider community to support student engagement, social-emotional learning, and cultural inclusivity.

Leadership Framework:

Educational Leaders at Kolbe Catholic College operate within a transformational framework:

- Supporting and promoting the Catholic ethos of the College.
- Publicly supporting the College's Leadership.
- Building trust, acting with integrity, coaching individuals, inspiring others, and encouraging innovative thinking.

They also align with the Leadership In Catholic Schools Framework: Leadership Action in the following key areas:

- The Faith Community
- A Vision for the Whole School
- Teaching and Learning
- People and Resources
- Community

Through the Performance Development and Coaching program, leaders at Kolbe Catholic College set annual goals for their leadership areas and professional practice.

Child Safety:

Every employee and volunteer at Kolbe Catholic College is responsible for ensuring the wellbeing and safety of all students. This includes:

- Providing a child-safe environment.
- Being familiar with and complying with the school's child-safe policy and code of conduct, along with other child safety-related policies.
- Proactively monitoring and supporting student wellbeing.
- Exercising pastoral care reflecting school values.
- Implementing strategies to promote a healthy and positive learning environment.

Location

The primary place of work is St Clare campus. However, at the Principal's discretion the Director of Learning Diversity may be required to perform duties at St Catherine or any other campus operated by Kolbe Catholic College.

Responsibilities:

Diversity, Equity, and Inclusion

- Develop and implement strategies to foster a diversified inclusive school environment.
- Direct the NCCD Process, supporting staff with learning adjustments and the documentation of evidence. Working with the NCCD Team on the final College submission.
- Oversee relevant visiting Allied Health professionals.
- Advocate for policies and programs that support students from diverse backgrounds, including students with or imputed with a disability, indigenous and students with additional needs.
- Lead professional development on cultural competency.
- Collaborate with external agencies and community groups to enhance diversity and inclusion initiatives.
- Manage learning diversity budget and contingency funding applications.

Student Learning and Curriculum Development

- Oversee differentiated learning programs to support diverse student needs.
- Work closely with learning support teams, education support staff, and classroom teachers to develop personal learning plans.
- Analyse student data to inform instructional practices and intervention strategies.
- Ensure curriculum design aligns with inclusive and culturally responsive pedagogy.
- Provide guidance on modifications and accommodations for students with additional learning needs.

Staff Leadership and Professional Development

- Lead the learning support team
- Mentor and coach staff in inclusive and differentiated teaching strategies.
- Provide leadership in student wellbeing and pastoral care training.
- Organise and deliver professional learning sessions on diversity, equity, inclusion, and student support.
- Act as a key liaison between teachers, leadership, and external professionals regarding student learning and wellbeing.

Family and Community Engagement

- Foster strong relationships with families to support student success.
- Work with community organisations to provide resources and support for families and students.

Other Duties

- Other duties as required by and negotiated with the Principal

- The position will require involvement in College Community activities outside currently designated school hours and participation in planning times during some school holiday times. These will be negotiated with the successful applicant
- The list of duties may be further developed and modified to utilise the individual strengths and initiatives of the incumbent.

Position Classification:

- Position: Diversity and Learning Director
- Remuneration: As per VCMEA
- Position of Leadership: POL 4 +
- Tenure: January 2026 – January 2029
- Review: Annual reviews based on self and peer appraisal and goal setting.

Key Selection Criteria:

Please include a brief statement with your application addressing your concept of leadership, including goals you would set for this position, and your response to the following criteria:

Essential requirements

- Tertiary qualification in Education, Special Education or a related field.
- Experience in school leadership, diversity and inclusion, learning support, or student wellbeing roles.
- Strong knowledge of inclusive education principles and curriculum adaptation.
- Experience in case management and working with students with diverse learning needs.

Faith Leadership:

- Commitment to the values and ethos of Catholic education.

Educational Leadership:

- Successful teaching and mentoring experience.
- Demonstrated capacity to initiate improvements in teaching, learning, and classroom practice.
- Details of recent postgraduate study and/or immediate intentions for future study.

Relational Leadership:

- Ability to foster and develop relationships with staff and the wider community.
- Ability to work collaboratively with teams within the school.

Organisational Leadership:

- Ability to plan and manage resources effectively to support the school's educational programs.

Additional Capabilities:

- Highly developed interpersonal and communication skills and the ability to liaise and communicate effectively with people at all levels and from varying backgrounds.
- Sound organisational and administrative skills.
- Ability to work collaboratively and facilitate dynamic teamwork.
- Proven capacity to work independently under changing priorities, deadlines, and pressure.
- Commitment to ongoing professional learning.
- Exemplary teaching skills and practices.
- Generosity of spirit.