



Mt Sion Learning Diversity Leader

Position Description	
Position:	<i>Mt Sion (Year 10-12) Learning Diversity Leader</i>
Commencement:	<i>13 July 2026 (negotiable)</i>
Employer:	<i>St Joseph's College Geelong</i>
Location:	<i>Geelong, Victoria</i>
Award:	<i>Catholic Education Multi Enterprise Agreement 2022</i>
Contract:	<i>Full Time Ongoing</i>
Category:	<i>Level 3 Education Support Employee Category B (works during the school term time only and receives paid non-term weeks)</i>
Wage Range:	<i>\$75 828 - \$85 918 plus superannuation</i>
Closing Date:	17 June 2026

About Us

St Joseph's is a Catholic Edmund Rice Education Australia Boys' Secondary College, with an enrolment over 1800 students. This college community is committed to the safety, wellbeing and protection of all children in our care. There is particular attention paid to the most vulnerable children, including Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, and children with a disability.

As a Catholic school we aspire to form students' hearts and minds to act with Integrity and Compassion within a learning culture that is engaging, rigorous, inclusive, innovative and within which each student is challenged to achieve excellence.

Role Summary

The College is seeking a Learning Diversity Leader for Mt Sion (Year 10-12) students. The position is a member of the Learning Diversity team. Their primary role is to assist the Director of Learning Diversity and NCCD Co-ordinator with coordinating student support within and beyond the formal classroom for students.

The Learning Diversity Team assists students to achieve success with their studies in a mainstream setting. They work with students with diverse learning needs, disabilities or learning difficulties across all Learning Areas. Working with classroom teachers and the Learning Diversity Team ensure the appropriate levels of support for specific individual student needs are provided.

Key Responsibilities and Duties

LEARNING DIVERSITY LEADER

- Organise and chair student Program Support Group (PSG) meetings, ensuring all administrative tasks are completed including the management of meeting minutes.
- Support teaching staff in developing various techniques and strategies to engage and support the enhanced learning needs of identified students within the College.
- Support the development of individual Personal Learning Plans (PLP).
- Work collaboratively with Learning Diversity Leadership team to allocate Learning Diversity Officers (LDOs) to students, based on the NCCD distribution model.
- Triage students who present to the Learning Diversity space, providing class passes as needed and updating relevant members of students' team e.g. Director of Learning Diversity, Learning Diversity Leaders, College Clinicians, Year level Coordinators.
- Support the transition of students into their year level for their upcoming year, which includes orientation processes.
- Lead LDO meetings for relevant area, providing open forum for discussion and feedback regarding students.
- Lead and support LDOs to fulfill their student support duties both

- Attend all relevant year level or sub-school SWAG meetings, contributing actively to discussion and decision making regarding student wellbeing outcomes
- Attend and contribute to student re-entry meetings to support NCCD students and to capture minutes
- Attend other meetings as directed by Director of Learning Diversity
- Assist in the management of identified students through:
 - Liaising with parents/carers, teaching staff, Learning Diversity Officers, leadership, external providers and clinicians to receive and collect all evidence and teacher feedback prior to PSG meetings.
 - Keep accurate records of the progress of students.

Nationally Consistent Collection of Data (NCCD)

- Support the management of the NCCD for the College.
- Understand State and National legislation and policies and curriculum in relation to the NCCD and the Disability Standards for Education (DSE) to implement NCCD policy to determine the category of disability, the level of adjustment required and moderation processes.
- Support submissions for National Collection of Consistent Data funding.
- Maintenance of NCCD data on SIMON
- Attend and contribute to NCCD Quality Assurance (QA) reviews with MACS
- Support NCCD audits and reviews.

Administrative Support

- Assist with new enrolments included on the NCCD.
- Support the data collection and feedback regarding First Nations Students as requested.
- Support the VET Coordinator upload and distribute VET reports on term basis as needed.
- General administrative tasks as directed by Director of Learning Diversity and NCCD Coordinator.
- Support professional development of teachers and Learning Diversity Support Staff around the collection of NCCD data and wider Learning Diversity.
- Preparation of correspondence and College documentation including maintaining appropriate filing/archiving practices.
- Assisting with Learning Diversity office duties during staff absences.
- Participate in professional learning opportunities as directed by Director of Learning Diversity
- Carry out other duties as agreed with the Director of Learning Diversity.

Child Safety

- Provide students with a child-safe environment.
- Be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
- Proactively monitor and support student wellbeing.
- Exercise pastoral care in a manner which reflects school values.
- Implement strategies which promote a healthy and positive learning environment.

Personal Qualities

Mandatory licensing

All individuals employed by the College need to have a Working with Children (Employee) Card and a National Police Record Check.

Expected qualities

The successful applicant would demonstrate:

- Ability to make decisions and handle unexpected situations in a mature and professional manner.
- An in-depth understanding of secretarial skills, including word processing, database and spreadsheet skills.
- Competently deal with a wide variety of people in a personable involved manner; employing listening skills and the ability to direct people to their specific needs area as appropriate.
- Manage the day-to-day work flow in an intelligent and flexible way, allowing for the many unscheduled interruptions that occur.

Desirable

- Experience in an education setting or youth settings is highly desirable.
- Formal qualifications or certificates in Education Support, Disability Support or equivalent.

- Applicants should be able to demonstrate an understanding of and where possible, experience working with students on the Autism Spectrum, ADHD, as well as experience in working with students with complex emotional needs and behaviours.
- An understanding of boys only education is desirable.

Application

For more information **and to apply** please refer to the *Employment Opportunities* section on the College website www.sjc.vic.edu.au

Should you require any further detail please contact:

Human Resources Manager
Email: recruitment@sjc.vic.edu.au
Ph: 03 5226 8131

St Joseph's College prides itself in developing the students that demonstrate:

Compassion



Liberating
Education

Innovation



Gospel
Spirituality

Integrity



Inclusive
Community



Justice and
Solidarity



Employee Value Proposition

At St Joseph's College Geelong, we are committed to fostering a culture of excellence where all staff and students are valued and respected. Our Catholic boy's secondary school, situated across two campuses in Geelong, offers a supportive and dynamic work environment that encourages personal and professional growth. Join us, and become a part of a community dedicated to nurturing the minds and hearts of young men.

Why Work at St Joseph's College Geelong?

A Culture of Excellence and Respect

At St Joseph's College Geelong, excellence is not just a goal; it is a culture. Our dedicated staff strive to provide the highest quality education, instilling a love for learning and a pursuit of personal bests in our students. It is wonderful to have students say “thank you” after each class. We value and respect every member of our community, fostering an inclusive environment where everyone is welcome and their contributions are recognised and celebrated.

Compassion, Innovation and Integrity

Are integral to all that we do. Our staff experience support and understanding when they or family members are ill. We have the largest school based Virtual Reality Lab in Australia, we explicitly teach students ‘self-directed learning skills’ and offer micro credentialling in addition to traditional reporting. Integrity is visible in every decision we make.

Outstanding Facilities

Our Edmund Rice Campus, perched on top of Newtown Hill, boasts outstanding facilities that enhance both teaching and learning experiences. With state-of-the-art classrooms, cutting edge technology, and extensive sporting facilities, we provide an environment where both students and staff can thrive. The campus's stunning views over Corio Bay, Barwon Valley, and the You Yangs create an inspiring backdrop for educational excellence.

Strategic Location

Conveniently located close to the Geelong Ring Road, both campuses offer easy access for staff commuting from the Geelong region including the Surf Coast and Bellarine Peninsula.

Bespoke Year 9 Curriculum at Westcourt Campus

Our Year 9 Westcourt Campus provides a unique, intimate learning environment with a bespoke curriculum designed to meet the specific needs of our students. With a strong focus on personal development, this campus allows educators to deliver tailored programs that support each student's growth, both academically and personally. As a staff member, you will have the opportunity to make a significant impact on the lives of young men during a crucial stage of their development.

Professional Development Opportunities

At St Joseph's College Geelong, we believe in continuous learning for our staff. We provide opportunities for formation in the Edmund Rice charism. We offer comprehensive professional development programs that support career progression and skill enhancement. We promote from within, creating a leadership pathway for teachers. Whether you are an experienced educator or new to the profession, you will find opportunities to expand your knowledge, collaborate with colleagues, and stay at the forefront of educational best practices.

Strong Community and Supportive Environment

Our school is built on strong community values, where teamwork, collaboration, and mutual support are at the core of everything we do. As part of the St Joseph's College Geelong family, you will join a network of passionate educators and staff who are dedicated to making a positive difference in the lives of our students.

Commitment to Wellbeing

We prioritise the wellbeing of our staff and students. Our comprehensive wellbeing programs and initiatives ensure a healthy work-life balance which is assisted by midweek rather than weekend sporting commitments and we provide support for mental, emotional, and physical health. Our staff have access to our fully equipped gym and high performance centre. We believe that a happy and healthy staff is essential for creating a positive and productive learning environment.

Benefit Summary:

- employee stability
- regional / rural / coastal living
- accessible commute
- commitment to diversity in employment and enrolment practices
- extensive position of leadership opportunities
- teaching and leadership mentoring, professional development and support
- encouragement and financial support to undertake further educational studies (eg Masters programs)
- free first aid training
- extensive compliance training
- access to college facilities including resource library, gym and high-performance centre
- wellbeing programs including yoga and supervised personal training
- state-of-the-art contemporary learning spaces
- laptop provision to all staff
- staff uniform for specific positions
- annual teaching excellence and service awards
- great work life balance
- family prioritisation (eg we will often have primary students sitting in the back of staff meetings or in the staffroom on primary student free days)
- opportunities to attend local, national and international immersion programs
- opportunities within service learning
- extensive learning diversity support staff, AFL trainees and tutors to assist teachers in classrooms
- collaboration built into meeting structures
- in term professional learning days
- teaching opportunities within 7 to 10 curriculum, applied learning, VET, VM and VCE
- staff discount for students at the College
- awards for best teacher and best support staff (peer nominated) presented annually at a 'staff gratitude luncheon' at a function centre. Winners receive a certificate, honour board entry and \$500
- flexibility in our implementation of the Multi Enterprise Agreement resulting in increased flexibility in home time, requirements to be onsite
- the two meeting a week, rule, is not enforced. After-school meetings are rotated to ensure they meet the needs of the College and staff professional learning
- liberal access to leave

Join Us

If you are passionate about education and want to be part of a community that values excellence, respect, and personal growth, St Joseph's College Geelong is the place for you. Together, we can inspire and empower the next generation of young men to achieve their full potential.

Apply today and embark on a fulfilling career with St Joseph's College Geelong, where your dedication and expertise will be valued, and your contributions will help shape the future.