

POSITION DESCRIPTION

Head of Learning Diversity

POSITION	Head of Learning Diversity
RESPONSIBLE TO	Deputy Principal Learning and Teaching
CLASSIFICATION	POL 3
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 Deputy Principal Learning and Teaching Head of Human Resources
ISSUE: 07	DATE: September 2025

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.

Siena College is committed to providing an inclusive education that supports each student in achieving their full potential. The College recognises that some students may require additional assistance, while others may benefit from extension opportunities. The Head of Learning Diversity advocates for and works with all staff to ensure the needs of diverse learners are met. This includes highly able students, students with learning difficulties, students with disabilities and students supported through funding. The Head of Learning Diversity works closely with students, staff, parents, and external agencies while leading a team to implement strategies to enhance participation, access and engagement in learning for all students.

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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. The Head of Learning Diversity supports staff in delivering contemporary and effective learning opportunities which meet the needs of all students and align with the goals detailed in the College's Strategic Plan.

1. College Leadership

- a. Work with the Leadership Team 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 College Leadership Team, the Deputy Principals, Learning and Teaching and students, and the Learning and Teaching and Wellbeing Teams to provide vision and leadership for inclusive education across the College. This includes:
 - Identification of strategic learning and teaching priorities for the College and the Learning Diversity team to support students with diverse learning needs
 - Fostering a culture committed to continuous improvement and learning enhancement for students with diverse learning needs
 - Development and implementation of the faculty's annual vision and goals for improving students' learning outcomes.
 - Promoting professional dialogue, reflective practice and collaboration centred around the College Annual Action Plan
- b. 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
- c. Ensure support and growth for the learning and engagement of all culturally and linguistically diverse students

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- d. Engage in ongoing professional learning to support College priorities and to build leadership capacity
- e. 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 arrangements (withdrawal, small group or intensive short-term instruction), according to individual learning needs
- f. Lead the development and implementation of programs and initiatives for highly able and gifted students
- g. 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.
- h. Represent the College in appropriate networks and external organisations and circulate information and resources as appropriate

3. Leadership of Staff

- a. Build teacher capacity in differentiated instruction and provide leadership support to all staff engaged in the NCCD program
- b. Support, monitor and evaluate the professional performance of Learning Diversity faculty members, including conducting annual review meetings and follow up to ensure that College expectations are met, as appropriate
- c. Encourage professional learning for members of the faculty
- d. Supervise the daily and longer-term duties of Learning Diversity team, including coordinating and managing the work of Learning Diversity Officers and planning of class support timetables and programs
- e. Lead regular meetings of the Learning Diversity Team to foster collaboration and effective practice
- f. Formulate recommendations for staffing to ensure programs are adequately resourced
- g. Mentor new staff in the faculty, supporting their transition into the College and Learning Diversity team
- h. Assist the Deputy Principal Learning and Teaching with the recruitment of new staff in the Learning Diversity team

4. Specific Responsibilities

- a. Oversee the identification, assessment and monitoring of students with additional learning needs
- b. Oversee the implementation of National Consistent Collection of Data (NCCD) processes, which includes:

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- Ensuring that all students with diverse learning needs are identified and appropriate adjustments are made and recorded in line with the NCCD framework;
 - Maintaining a thorough and current understanding of NCCD requirements and implementation in the classroom;
 - Leading the collection, collation and moderation of data to ensure accurate, complete and timely submission of Census data. This includes working with staff and the Learning Diversity team to ensure that necessary information is collected on Siena Central for the purposes of NCCD and overseeing the application process for funding.
 - Educating teachers and support staff to implement and document the necessary adjustments and modifications in the classroom, maintaining records for ongoing and future NCCD requirements;
 - Assist the Principal in securing NCCD funding and other sources of financial support and educational resources for students with diverse learning needs.
- c. Write submissions for students who are identified as eligible for therapy and/or equipment support from MACS
- d. Oversee the implementation of the Year 7 Literacy and Numeracy Intervention Program, including accessing relevant data sets to determine student participation
- e. Engage with parents as appropriate, regarding their child's learning support or extension needs, including diagnosis requirements to support student learning and wellbeing
- 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. Oversee the administration of modified exams and assessments, including special provisions for students on Personalised Learning Plans (PLPs)
- h. In collaboration with the Deputy Principal Learning and Teaching and Head of Senior Pathways, arrange special examination provisions (which comply with VCAA requirements) for students in Year 9 to Year 11
- i. Oversee reporting requirements for students accessing Learning Diversity support
- j. Maintain accurate, up-to-date and appropriate electronic student files and communicate information with teachers, parents and external agencies as appropriate, in a manner that respects confidentiality and privacy requirements
- k. Support the smooth transition of incoming students to the College by:
- liaising with feeder primary schools and where relevant, other schools to gather information about levels of achievement and specific learning needs
 - participating in enrolment interviews where learning needs require specific consideration

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- l. In collaboration with the Deputy Principal Learning and Teaching, ensure staff are provided with up-to-date and relevant information on students with diverse learning needs prior to the commencement of each year/term, or as otherwise required
- m. Develop Learning Diversity Profiles for students as required in line with legislative and policy requirements, and support teachers in the development of PLPs and adjusted reports for identified students. Ensure that these are uploaded to the Learning Management System on a timely basis.
- n. Coordinate and deliver information sessions for all teaching staff to enhance their understanding of and response to students with diverse learning needs
- o. In collaboration with the Head of Finance, prepare budget submissions for the Learning Diversity Department and manage the budget within agreed parameters
- p. In collaboration with the Head of Careers, guide and support students in making informed decisions about their future pathways and transition to work and/or further study
- q. 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

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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. Show tact, respect and discretion in dealing with individuals and groups and ensure the confidentiality of information as appropriate
 7. 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
 8. Demonstrated commitment to ongoing professional learning
 9. Experienced and highly effective teacher in secondary education with experience working as a special education teacher/leader in a secondary school context desirable
 10. 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, has a time allowance of 35 periods and will be allocated a teaching load.

A performance appraisal will be conducted midway through the period of tenure.