



Learning Diversity Officer

OVERVIEW

Star of the Sea College is a Catholic Independent girls' school, founded by the Presentation Sisters in 1883. Since 2014, Star of the Sea College has been under the governance of Kildare Ministries. The College has a rich tradition of educating students to make a difference in the world and work for justice.

All staff members are expected to support the College's mission to empower young people to engage in critical reflection leading to positive action for our world. The College community's success is shaped by their energy, skills, talents and shared sense of mission.

In addition, the expectation is that all staff support the Catholic ethos of the College, work with the Leadership Team in ways respectful of the Catholic and Presentation spirit of the College, support the College's Mission statement and assist in the implementation of the Strategic Plan and College Annual Action Plan.

Star of the Sea College promotes the safety, wellbeing and inclusion of all students.

CHILD SAFETY

Star of the Sea College is committed to the safety and wellbeing of our students. The College is committed to the protection of all children from all forms of child abuse. In this context, the College has implemented a comprehensive child safety program and processes which apply to all community members.

All staff appointed to the College are expected to take an active role in maintaining children's safety and have a demonstrated understanding of appropriate behaviours when engaging with children. They must therefore be a suitable person to engage in child connected work while holding a current registration with the Victorian Institute of Teaching (VIT).

Staff are also required to have a sound knowledge of their legal obligations relating to child safety under Ministerial Order No. 1359 Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises.

MAJOR AREAS OF RESPONSIBILITY

The Learning Diversity Officer (LDO) works in partnership with Subject Teachers across Years 7 to 11 to provide subject-specific learning support and content-access adjustments. The LDO supports students who qualify for funding for conditions that may affect learning and, as required, other students who need additional assistance to access curriculum content within particular subjects.

The LDO reports directly to the Head of Learning Diversity and works collaboratively with Learning Diversity Teachers, Subject Teachers and other staff to provide learning support, maintain required documentation, and undertake administrative functions that support the effective operation of the Learning Diversity Department.

The Learning Diversity Officer is central to the wellbeing of the students they work with and are responsible for promoting a positive and secure learning environment.



The following duties are aligned to the major areas of responsibility:

Curriculum <i>Support differentiation and personalisation of the curriculum</i> <i>Engage in respectful dialogue</i> <i>Instil the skills and confidence necessary to work effectively in both collaborative and individual setting</i> Education Charter	Implement Personalised Learning Profiles or Adjustment Plans with subject teachers Support the subject teacher to implement and review each student's Personalised Learning Profile (PLP) or Adjustment Plan (SAP) and agreed adjustments, as determined by the Head of Learning Diversity through Program Support Group (PSG) processes and in consultation with the student, parents/carers and relevant health/allied health professionals. Support content access and assessment in subjects Work with subject teachers to ensure students can access subject-specific content and demonstrate learning on the same basis as peers (e.g., alternative formats, assistive technologies, scaffolded practicals, adjusted timing, authorised assessment adjustments), consistent with the Disability Standards for Education. Student mobility and health needs Where required and following training, assist students with safe movement around the school and attend to health-related needs, including reasonable adjustments for practical subjects (e.g., laboratories, Technologies, Health/PE), in line with school procedures and PLP risk/health plans. Evidence and records for NCCD Maintain accurate records of supports and progress (e.g., adjustments delivered, work samples, assessment accommodations, communication logs) to inform PLP reviews, PSG meetings and the NCCD evidence set. Feedback and reporting Provide timely feedback to the Head of Learning Diversity and subject teachers ahead of PSG meetings, reporting cycles and Parent–Student–Teacher interviews; contribute to PLP goal setting, progress monitoring and review. Plan, develop, review and evaluate curriculum access In consultation with subject teachers and the Head of Learning Diversity, co-design, trial and evaluate subject-specific access strategies and assessment adjustments that align with learning intentions and MACS/CECV guidance.
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	Create and curate resources Develop and quality-assure online and print resources (e.g., scaffolded organisers, exemplars, annotated rubrics, topic overviews) using College platforms to enrich curriculum access and foster independent strategy use. Liaison and teamwork Liaise proactively with the Learning Diversity faculty and wider staff to coordinate Tier 2 programs, monitor responsiveness to intervention, and adjust supports between tiers based on screening and progress data. Inclusive learning environments Work alongside students to build engaging, orderly and inclusive classrooms—coaching executive-function routines, help-seeking, and the informed use of approved adjustments and assistive technologies. Small Group Support Classes Facilitate small group support programs for students, including targeted learning assistance, intervention programs, and supervised after-school homework or study club activities.
Student Learning, Wellbeing and Child Safety <i>Respect, value and support the diversity of learners and learning activities at Star</i> <i>Recognise that learning and teaching contributes to each student recognising her place as a responsible, global citizen</i> <i>Care for all members of our community and uphold the dignity of each individual</i> <i>Instil a sense of belonging, identity and pride amongst our students</i> Education Charter	• Monitor and support the wellbeing and pastoral needs of students. • Assist with the monitoring of general classroom behaviour and involvement. • Be active participants in the College’s pastoral care system as specified in the Pastoral Care Policy in a manner which reflects Presentation values. • Work with the Deputy Principal - Students to promote student wellbeing. • In conjunction with the Learning Diversity team, implement agreed curriculum and assessment adjustments for identified students. • May be required to attend an overnight excursion in order the facilitate the inclusion of a particular student in this aspect of the school curriculum. • Implement strategies and expectations which promote a positive learning environment. • 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.



Professional Engagement <i>Are active members of our profession who seek to improve student learning and engagement through a commitment to 21st Century pedagogy, facilitated by ongoing professional learning</i> Education Charter	• Work as a cooperative and flexible member of the Learning Support team. • Maintain excellent communication and relationships with students and staff. • Attend school and community events. • Continue their development of ICT skills as technologies evolve, including technologies for use by students with specific needs. • Participate in the staff appraisal and annual review and feedback processes. • Undergo First Aid training and maintain its currency. • Create and maintain a safe environment in which students may enjoy their participation, both in class and out of class activities. • Oversee the provision and care of relevant equipment, materials and first aid requirements.
General Duties and Expectations	• Keep accurate records of student attendance. • Ensure compliance with OH&S policies and procedures. • Have a duty of care for the behaviour of all students. • Have a duty of care for the appearance of students and model appropriate dress by adhering to the dress code policy as published in the staff manual. • Attend scheduled staff meetings and relevant House meetings and Mentor group meetings. • Undertake supervision duties, as timetabled or notified by the Daily Organiser. • Use Information and Communication Technologies to enhance administration. • Provide administrative and organisational support to the Head of Learning Diversity and Learning Diversity Teachers as directed, including the preparation of documentation, maintenance of student records, data entry, meeting administration, communication with stakeholders, and other faculty support activities. • Participate in Retreat/Spiritual programs and/or a Mentor Group Camp, as required by the College on at least an annual basis. • Develop and maintain collegial and professional relationships with fellow staff members. • Adhere to all College policies as published in the shared drive. • Are expected to be on site during rostered hours of work unless otherwise approved by the Principal.



	Undertakes other duties as requested by the Head of Learning Diversity or the Principal.
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Other duties and responsibilities may be assigned to the Learning Diversity Officer by the Principal or delegate from time to time. The major areas of responsibilities and the duty statement are intended as a guide and are not intended to be an exhaustive list of responsibilities and duties assigned to the position.

This role description is subject to review and modification by the Principal or delegate, in negotiation with the incumbent, in response to the evolving needs of the College and the experience and expertise of the incumbent.

Note: The normal hours of work the Learning Diversity Officer are indicated below. These hours may be varied by the College to accommodate operational needs, student requirements and timetabling demands.

- Monday to Wednesday – 8:00am to 4:20pm, Thursday and Friday - 8:00am to 3:45pm

CONDITIONS OF EMPLOYMENT

Direct Report	Head of Learning Diversity
Qualifications	Appropriate qualification desirable eg Certificate III in School Based Education Support Working with Children Check First Aid desirable
Classification	Education Support Employee
Salary	Entitlements under the Catholic Education Multi Employer Agreement (2022)
Approved By	Principal
Version Date	2026