



Learning Diversity Teacher (and NCCD Coordinator)

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 has been under the governance of Kildare Ministries.

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 Improvement 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 Working with Children Check (WWC Check). Staff are also required to have a sound knowledge of their legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.

DUTY STATEMENT

The following duties are aligned with the major areas of responsibility.

Support for students with diverse learning profiles	● In conjunction with the Head of Learning Diversity, identify students with diverse learning needs through collation and analysis of data and evidence. ● Assist in the design, implementation and evaluation of PLPs and SAP's. ● Proof reading of the relevant student SAPs and any reporting process that are published to parents via the student learning management system. ● Consult and collaborate with teachers regarding student learning profiles and individual needs. ● Update and manage student information on the student learning management system. ● Organise and chair PSG meetings with other staff and professionals as necessary. ● In conjunction with the Head of Learning Diversity, develop effective processes used by the Learning Diversity Faculty. ● Liaise with external providers and specialists, such as learning consultants, psychologists, occupational therapists, to support individual students, including creating referrals via ROSAE and other applications. ● Attend Pastoral Team meetings. ● Maintaining the LD Student Provision Map and Assessment Provisions document.
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Intervention program	● Use data and evidence to identify appropriate interventions for individual students. ● Administer screening and assessment tools to better understand the needs of individual students. ● In conjunction with the Head of Learning Diversity, oversee the MatLit program and other intervention programs. ● Provide in-classroom observation and/or support for students with diverse learning profiles.
NCCD Coordinator	The NCCD Coordinator's role is to develop processes for student provision and adjustments and complete administrative duties associated with this role. This would include: ● Maintain and publish College-wide provision maps ● Development of a dedicated process for the upload of provisions material provided by parents in relation to VCAA provisions ● Inform teachers, students and parents of internally approved provisions ● In collaboration with the Head of Learning Diversity, organise and implement professional learning opportunities to provide relevant staff with strategies for suitable adjustments to student work ● Liaise with Head of Learning Diversity and Deputy Principal Learning and Teaching regarding students with NCCD in relation to formalised assessment (e.g. examinations), participation in standardised testing (e.g. NAPLAN, PAT) and reporting ● Lead the NCCD process in regards to the upload of evidence to support student applications ● Develop an effective practice by which staff regularly provide evidence of adjusted student work, for students who have been identified on the NCCD ● Update the Deputy Principal Learning and Teaching on a regular basis regarding the NCCD uploading of evidence ● Maintain an awareness of various testing measures that students can be eligible to undertake to assist with diagnosis of specific learning needs ● Manage the administration associated with NCCD processes and documentation ● Explore further opportunities to enhance the NCCD offerings at Star of the Sea College ● In conjunction with the Learning Diversity teachers, organise and coordinate the PSG Meetings in conjunction with PST Interviews ● Liaise with parents in ways in which the College can implement strategies to support the learning of all students.

Other duties and responsibilities may be assigned to the Teacher 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.



CRITERIA FOR EFFECTIVENESS IN THE ROLE

The effective performance of the Learning Diversity Teacher will be due to capabilities across a broad range of the following areas:

Attributes

- Respect for the Mission, identity and Guiding Principles of education in the Presentation tradition at Star of the Sea College.
- Passion for teaching.
- Tenacious and resourceful approach to work.
- Perseverance, sensitivity, courage and patience in the face of complex and difficult situations.
- Authenticity, trustworthiness and reliability.
- Optimism, confidence and enthusiasm when motivating others.

Dispositions

- Collaborative and flexible participation in professional settings.
- Openness to change and to learning in all situations.
- Approachable and active listener.
- High level of motivation to ensure learning and teaching standards foster student achievement and success.
- Determination to achieve the goals set for success each year.
- Empathy and commitment to the learning needs of students.

Knowledge and Understandings

- Knowledge of the College's policies that may impact on the teaching of subjects within the faculty.
- Knowledge of child safety policies and procedures and mandatory reporting obligations.
- Understanding the importance of communication with your Faculty Leader when managing challenging student or parent issues.

Skills and Capabilities

- Proven record as an exemplary teacher.
- Ability to work collaboratively, flexibly, independently and creatively in a demanding environment.
- Excellent capabilities in the integration of technology appropriate to contemporary education.
- Capacity to multi-task and pay close attention to detail.
- Ability to implement effective and efficient work practices.
- Capacity to maintain professional relationships with organisations on behalf of the College, where necessary.



NOTES

- It is anticipated that the Learning Diversity Teacher will, at times, be required to undertake other duties related to the role as directed by the Principal or the Head of Learning Diversity.
- It is expected that the Learning Diversity Teacher undertakes regular professional learning in order to maintain a high level of awareness of current and best practice in the major areas of responsibility associated with the role.
- The Learning Diversity Teacher is expected to comply with legislation related to occupational health and safety practices and participate in consultative processes to ensure a child safe environment and workplace safety for staff and students.
- This position will, from time to time, require attendance outside of normal hours.

CONDITIONS OF EMPLOYMENT

Direct Report To	Head of Learning Diversity
Qualifications	Valid Victorian Institute of Teaching (VIT) Registration VCEA Accreditation to Teach in a Catholic School (preferrable) Relevant teaching qualification Qualifications or proven experience in additional needs, special education, learning support or early intervention
Classification	Classroom Teacher Level, depending on teaching experience. NCCD Coordinator – PoR Time Release: 6 period allocation
Salary	Entitlements under the Catholic Education Multi Enterprise Agreement 2022
Approved By	Principal
Version	1
Date	2026