

Learning Diversity Coordinator (POL 2)

Emmaus College is a proudly co-educational Catholic secondary college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The College operates over two campuses in Vermont South and Burwood, the later hosting a designated Year 9 program Y9@E. All staff at Emmaus may be required to work at either or both campuses.

Our school motto: To Know Christ

College Vision: To foster a community that nurtures the full flourishing of each learner, inspiring excellence as they come 'To Know Christ' on their own road to Emmaus

College Mission: Emmaus College, as a Christ centred Community, has fundamentally at the heart of its spirituality, the person of Jesus Christ. The story of the Walk to Emmaus in the Gospel of Luke and from which the College is named, nourishes our spirituality. Students are encouraged to live by the key core values of faith, community, respect, excellence, integrity and service and to empower them to achieve their best academically. Emmaus aims to ensure that learners acquire and utilise the knowledge and skills to be future-ready. Our mission as a Christ-centred community provides a caring and supportive environment that enables students to develop their full potential in all areas of life. Pastoral care is a key focus of the College and promotes and enhances student wellbeing of a personal, social, physical, emotional, cognitive and spiritual nature.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Emmaus College is committed to creating and maintaining a child-safe school environment. Students' care, safety, and welfare are embedded in policies and procedures that ensure a commitment to zero tolerance of child abuse. All actions and programs will maintain high ethical standards and work according to child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal opportunity employer.

Teachers at Emmaus College

Teachers at Emmaus College work together in a spirit of cooperation in the best interests of all students within the confines of College policies and procedures to achieve the goals of the College.

The Position

The Learning Diversity Coordinator reports to the Director of Learning Diversity and is a member of the relevant Student Wellbeing Team for their year leave. The Learning Diversity Coordinators assist the Director of Learning Diversity to provide support to those students in the nominated year levels with individual learning needs and students requiring learning support, integration and adjustments.

Learning Diversity Structure

At the present time the Team is made up of the Director of Learning Diversity who oversees the smooth running of the program offered to students, four Learning Diversity Coordinators who have responsibility for particular year level/s and the team of Learning Assistants allocated to support students in their areas of responsibility. This structure may be subject to change depending on the number of NCCD students and the number of students needing support in each year level. The structure in 2024 and 2025 is as follows:

- The Year 7 Learning Diversity Coordinator is responsible for transition of students from primary to secondary school and for the learning support of students in Year 7
- The Director of Learning Diversity is responsible for learning support of students in Year 8 r

- The Year 9 Learning Diversity Coordinator is responsible for the learning support of students in Year 9
- The Year 10 Learning Diversity Coordinator is responsible for the learning support of students in Year 10
- The Year 11 and 12 Learning Diversity Coordinator is responsible for the learning support of students in Year 11 and 12
- The Learning Diversity Coordinator - Gifted and Talented is responsible for students who are identified as gifted and talented and therefore require extension or access to a higher-level curriculum.

The Director of Learning Diversity is responsible for the Learning Diversity Team liaising closely with the Deputy Principal Teaching and Operations and the Learning Diversity Coordinators.

The Learning Diversity Coordinator has responsibilities in the following areas

National Collection of Consistent Data for School Students with a Disability (NCCD SWD)

The Learning Diversity Coordinator is responsible for providing support to the Director of Learning Diversity for the further development and implementation of the NCCD by

- being familiar with current literature on the NCCD
- being familiar with the procedures for the compilation of school data pertaining to the NCCD
- being familiar with the requirements and the implementation of NCCD in the classroom
- Working the Director of Learning Diversity, collecting, collating and recording data for the National Collection of Consistent Data for School Students with a Disability (NCCD), for all Emmaus students who are receiving QDTP (Quality Differentiated Teaching Practice), supplementary, substantial or extensive adjustments.
- Assisting the Director of Learning Diversity to collate and store evidence of adjustments as stipulated by the NCCD
- collating documents, writing reports and assisting with applications for NCCD funding
- assisting the Director of Learning Diversity to educate staff to implement the NCCD in the classroom and to maintain records to support future data collection.

Administrative Support

The Learning Diversity Coordinator will provide administrative support by

- regularly updating the information available to all staff regarding students with diagnosed learning needs, including any adjustments to curriculum which may be required, ensuring that it is easily and readily accessible, with due consideration given to privacy constraints
- maintaining comprehensive files for students, including, but not limited to, records of interviews, testing, Personalized Learning Plans (PLPs) and other special arrangements
- assisting in the formulation of timetables for the Learning Assistants

Student Support

The Learning Diversity Coordinator is responsible for providing support to all students at the College as required, including students with individual learning needs (integration, learning support and students requiring special programs and or adjustments), and those who may be eligible for inclusion in the NCCD in the future by

- administering educational assessments
- formulating personalized learning plans
- attending regular meetings with the Director of Learning Diversity in order to discuss the effectiveness of current education support
- monitoring the placement of Learning Assistants with students with high needs to ensure that their needs are best met
- notifying teachers and House Leaders of any special provisions which may be required for tests and examinations
- in consultation with the Director of Learning Diversity, communicating with, any internal or external specialists including learning consultants, psychiatrists, audiologists and speech pathologists for all existing and newly enrolled students
- running effective Program Support Group meetings for students as required
- maintaining formal records of Program Support Meetings (PSG) meetings
- actioning in a timely manner any recommendations resulting from the minutes of a PSG meeting

Enrolment / Transition

The Learning Diversity Coordinator will support the Director of Learning Diversity with student transition issues by

- assisting the Director Y9@E, and House Leaders with the transition of new students
- visiting feeder schools, as required to ensure that appropriate Personalised Learning Profiles are developed for each new funded student enrolled into relevant year levels.
- working with feeder schools to ensure a smooth transition to Emmaus for students enrolled into relevant year levels
- collaborating with the Director of Learning Diversity and the Physical Resources team to ensure that any and all adjustments or additions to facilities, as required by the individual student, are met before the student first attends
- supporting parents and students in their transition to Emmaus as appropriate

Professional Learning

The Learning Diversity Coordinator will participate in professional learning activities including;

- keeping up to date with developments in the area of learning diversity
- assisting in the coordination and running of information sessions for all teaching staff regarding students with additional learning needs, including any agreed adjustments to their curriculum at the start of each year and in handover meetings at the end of the year
- other duties as directed by the Principal

Committees, Teams and Meetings

The Learning Diversity Coordinator is a member of the Learning Diversity Team and as such is required to attend any associated meetings and action the minutes accordingly. Learning Diversity Team meetings are held on a regular basis.

Essential Qualifications and Accreditations

- full Registration with the Victorian Institute of Teaching including a current National Criminal Record Check
- relevant tertiary qualifications
- hold and maintain an *Accreditation to Teach and Lead in a Catholic School* or upon employment to be working towards such accreditation within a five-year period. Professional learning opportunities for this purpose will be provided.

In addition to her/his teaching qualification, it is desirable for the Learning Diversity Coordinator to hold or be working towards a post-graduate qualification in Learning Diversity.

Terms and Conditions

This is a POL 2. The time allowance is as follows:

Year 7 Learning Diversity Coordinator – 38 Periods a cycle (to include a transition from Year 6 to Year 7)

Year 9 Learning Diversity Coordinator – 20 Periods a cycle

Year 10 Learning Diversity Coordinator – 20 Periods a cycle

Year 11 and 12 Learning Diversity Coordinator – 34 Periods a cycle

Within the time allowance, the Learning Diversity Coordinators may be asked to teach students who have been withdrawn from classes or small groups of students who need short-term learning intervention.

Professional Review

This Position Description is intended as a framework for professional review.

This position statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal in response to the changing needs of the College and the development of skills and knowledge.