



## Position Description

*Position Title: Director of Diverse Learning*

*Responsible to: Principal via Senior Leadership Team*

*Responsible for: Teacher Aides; Teaching Staff*

### *Scope of Role*

The role of Director of Diverse Learning is responsible for overseeing the development and implementation of an effective program which provides both support and extension opportunities for students from Prep to Year 12.

The position plays a significant role in ensuring systems are designed, implemented and monitored for the smooth and efficient operation of learning support, intervention and extension programs.

### *Minimum Qualifications and Experience*

- Currently registered or eligible for registration with the Queensland College of Teachers.
- Tertiary qualification in Education.
- Postgraduate qualifications in the field of learning diversity with relevant experience are desirable but not essential.

### *Duties and Responsibilities*

#### **Leadership and Management of Staff**

- Lead and develop the ethos and culture of the College by living out the Vision, Mission and Values to foster a whole school culture of academic support and extension in alignment with the College's Christian foundations.
- Provide leadership and strategic direction for the programs, adjustments and strategies for student support and extension, including the modification and development of policies and procedures as required.
- Manage Teacher Aides within the Diverse Learning Team, including being part of their recruitment, induction and rostering their hours in accordance with student needs and timetabling.
- Complete a variety of tasks including (but not restricted to): supervision and development of staff, initial parent contact and consultation, conduct initial IEP meetings with families, development and review of IEP's as required, enrolment interviews, development of processes and procedures relating to NCCD, organisation and attendance at meetings.
- Collaborate with and mentor Enrichment Coordinators in preparation of documentation necessary to support students and ensure compliance with NCCD regulations.
- Develop positive partnerships with students, parents and staff to foster a College focus on holistic support and extension for students.
- Strive for continuous improvement in all areas of responsibility within the role and support others in leading relevant initiatives across the College.

#### **Professional Practice (Teaching & Learning)**

- Work with teachers, enrichment coordinators and teacher aides to develop and implement differentiated and/or adapted educational programs for students with disabilities, specific learning needs, English as an Additional Language, and gifted and talented students.

- Provide professional learning and support to teachers in delivering curriculum with personalised adjustments across all subject areas.
- Design and implement teaching strategies that are responsive to the learning strengths and needs of all students.
- Plan, coordinate and/or implement appropriate support and enrichment programs, including liaison with relevant specialists and external providers for educational and diagnostic testing (e.g. educational psychologists, speech pathologists and occupational therapists).
- Develop and implement adjustments for students as they relate to NAPLAN and QCAA processes, including the development of QCIA's and AARA's as required.
- Communicate to students and families, relevant information regarding support and extension of learning, including initial consultation with families upon enrolment as required.
- Liaise with relevant teachers and parents regarding needs of students, services and programs available to them, and implementation of these programs.
- Assess referred students for participation in school programs or referral to outside agencies.
- Monitor the progress of students in the enrichment programs.
- Support and oversee the work of Teacher Aides in the delivery of Intervention Programs across the College.

#### **Documentation & Compliance**

- Maintain processes, structures, resources and documentation within the College related to students with diverse needs, including supporting the documents required for the Nationally Consistent Collection of Data (NCCD). This includes the maintenance and management of the College's digital file storage system and NCCD spreadsheet (Google Drive).
- Support relevant staff in maintaining documentation required for the Nationally Consistent Collection of Data (NCCD) and manage this process for the College.
- Ensure all policies and procedures related to inclusive education are up to date and reflect best practices.

#### **Professional Leadership**

- Remain abreast of current thinking and innovation in the areas of student support, enrichment, engagement and extension, particularly as it relates to NCCD Compliance.
- Demonstrate a professional approach to teaching and a high level of skill in classroom teaching duties.
- Demonstrate a commitment to professional behaviour as both a team member and leader in the College and across sub-schools.
- Work in collaboration with College Leadership and positively support the decisions of the Board, Principal and Senior Leadership Team.
- Network with other professionals in similar positions on a local, state, systemic and national level and be active in the wider educational community.
- Maintain professional currency and understanding of education trends, particularly in areas of teaching & learning, pastoral care and educational leadership.
- Represent the College at public events and College functions.
- Actively support the co-curricular program of the College.

#### ***Other Information***

- Demonstrate a commitment to spiritual and moral practices consistent with Biblical principles.
- Support and implement the College Mission Statement, policies and procedures, core values and commitment to Workplace Health and Safety.
- Maintain very high levels of confidentiality and professional responsibility.
- Contribute to and enact the strategic direction of the College.

- Perform playground duties, before and after school duties as required.
- Attend staff, curriculum and other meetings as required.
- Efficiently complete administration tasks as required.
- Perform any reasonable task as required by the Principal or his delegates.
- Practice and demonstrate good grooming and presentation as per the College Staff Dress Policy.