



St Bede's
College

Role Description

Learning Diversity Leader

St Bede's College is a Catholic school in the Lasallian spirit and tradition. The College is a faith community committed to social justice, especially to those who are "*the lost, the least and the last*". Our motto is *Per Vias Rectas* (By Right Paths).

This role description is written in light of the Mission and Vision Statements of the College. Our Community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. The College seeks to assist young men to take their place in society, alive with the wisdom of the gospel

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.
- Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

St Bede's College is a Child Safe School

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

Overview

There are three Learning Diversity Leader (LDL) positions in the College. At the Bentleigh East Campus the focus is on the Middle Years (Years 7-9) and at the Mentone Campus, there is a focus on the Middle Years (Years 7-9), Year 10 and VCE. Each of the three LDL's will have a particular focus on one or more of these areas, while also holding shared responsibility as a team for the leadership of Learning Diversity cross the College.

Attributes and Competencies

Learning Diversity Leaders are expected to exhibit the following qualities and competencies:

- A lively and practical support to the Catholic nature of the College.
- A firm belief in and commitment to the Mission and Vision of the College and an ability to articulate and promote these.
- A clear focus on recognising and developing best practice in Learning and Teaching.
- Displays a high level of commitment to student wellbeing extending beyond the classroom.
- Models excellent Learning and Teaching.
- Displays a high level of administrative and organisational ability.
- Displays loyalty to the Leadership of the College and understand the nature of confidentiality as required.
- Exhibits ongoing professional growth on a personal level and for the benefit of the College community including participation in different Lasallian Professional Learning activities that the College offers.
- Develops cooperative working relationships with all staff and students.
- Demonstrates high level of ability to articulate educational issues and perspectives in communication with colleagues and others, and particularly in public forums.
- Demonstrates understanding of key priorities of the legal requirements surrounding Child Safety.
- Demonstrates sound understanding of developmental learning programs and learning interventions across the College.
- Employs strategic approaches to College systems, change and implementation of new initiatives.

Specific Duties

Leadership and Management of Learning Diversity Department

Learning Diversity Leaders will:

- Oversee Learning Support Officers and Personal Carers as required and allocate staff to classes as required – set up timetables and set up meetings to discuss student needs on a regular basis.
- Chair fortnightly LSO Meetings and all Learning Area Meetings and keep appropriate records.
- Ensure that meetings are used to develop the professional capacity of members.
- Meet once per cycle with the Deputy Principal for Learning and Teaching and/or designated representative.
- Work with the Deputy Principal for Learning and Teaching and/or designated representative in the preparation of the Learning Area Budget for Years 7-12.
- Seek quotes for capital works and equipment for special needs students as required.

- Present on a regular basis material from the Learning Area for the College Newsletter and other appropriate forums - at least once a semester.
- Where required, attend all parent evenings, information and award evenings.
- Be involved in the interviewing and appointment of new staff as required.

Management of Learning Diversity Information

Learning Diversity Leaders will work with other members of the Learning Diversity Team (LDT) to manage the storage and flow of LD information relating to all students in the following ways:

- Collection of information during the transition process and during the year as updates are required and new referrals are made.
- Creation and updating of profiles.
- Learning conversations for staff at end of year, to brief staff on needs of students entering their classes for the following year.
- Creation of list of supported students for staff reference.
- Emails and discussions with staff at the beginning of each semester about the students in need of the most adjustments.
- Liaise with Year Level Coordinators, House Coordinators, Learning and Teaching Leaders, parents, Wellbeing Leaders and staff re: needs of students.
- Coordinate the dissemination of information about the Learning Diversity within the College and in the wider community.

Leadership and Management of Student Support Management

Learning Diversity Leaders will oversee the support management of relevant students (based on year level and campus) as appropriate to their needs:

- Plan and conduct PSG Meetings once a semester for students at the Supplementary and Substantial levels, and once a term for students at the Extensive level.
- Follow through on ACTIONS arising from the meetings.
- Facilitate parent and teacher contact in relation to the student – phone/email/in person – throughout the year.
- Identify Special Arrangements for students with diverse learning needs, including modification of assessment tasks, SACs and exams.
- Liaise with external specialists (eg. SCOPE, MACS Referrals, Ronald McDonald House) including attendance at meetings and subsequent actions.
- Assist with elements of Transition Pathways (eg. subject selections, liaison with VCE Vocational Major Learning Leader, Careers appointments, SEAS Statements of Support) where required.
- Oversee the uploading of all evidence pertaining to communication/support to SIMON for NCCD purposes.

Identification of Students with Diverse Learning Needs

Learning Diversity Leaders will:

- Critically analyse and present data in relation to NAPLAN and PAT results and other sources and share the implications of such data with team members.
- Recommend, organise and conduct Tier 2 testing for students as required (eg. DASH, YARC, TOWRE).
- Seek additional student assessments when required, liaise with visiting specialists and manage appointments for students.

Leadership and Management of NCCD Processes

Learning Diversity Leaders will:

- Oversee the collection of evidence for NCCD funding requirements for students managed by the LDT.
- Submit list of students eligible for inclusion.
- Complete the Moderation and Quality Assurance process.
- Manage the NCCD 'Warnings' process, after NCCD submissions.

Adjustments for Students with Diverse Learning Needs

Learning Diversity Leaders will:

- Oversee needs of relevant students managed by the LDT in relation to test/exams, NAPLAN, class tasks.
- Liaise with the Deputy Principal of Learning and Teaching regarding the implementation and revision of adjustments for students with diverse learning needs.
- Develop and implement the curriculum of the learning area (LWS classes).
- Research and recommend appropriate interventions for students.
- Organise and staff the Homework Help program after school, once a week.
- Oversee the I CAN Program on the relevant campus, ensure its smooth running and that suitable students are involved.

Management of the Transition of Students with Diverse Learning Needs

Learning Diversity Leaders will manage and support the transition of students into and between the campuses of St Bede's College:

- Manage the TRANSITION of students from Year 6 to Year 7 with diverse learning needs.
- Make contact with feeder primary schools.
- Create forms for compiling list of students in need of support.
- Attend PSG meetings for all students at feeder primary schools in need of support.
- Create profiles for new students on SIMON.
- Manage the TRANSITION of students from Year 9 (Bentleigh East) to Year 10 (Mentone) with special needs.
- Meet with LD staff at relevant campus.

- Attend PSG meetings for all students in need of support transitioning to Mentone.
- Transition Pathways – subject selections, liaison with VCE Vocational Major Learning Leader, Careers appointments, SEAS Statements of Support.

Student Learning Interventions

Learning Diversity Leaders will facilitate student learning interventions to ensure consistent procedures and approaches across the College in the following ways:

- Work directly with students to develop learning strategies.
- Research, recommend, and oversee the implementation of appropriate interventions for students across both campuses.
- Implement intervention programs, manage staff and processes involved in implementation.

Liase with Staff

Learning Diversity Leaders will liaise with staff ensuring that appropriate support and development is provided to continually improve the Learning Diversity provision:

- Continued learning conversations for staff.
- Creation of list of supported students for staff reference.
- Communication to staff at the beginning of each semester about the students in need of adjustments.
- PL and Workshops with staff to support the development of PLPs and SAPs.
- Provide professional learning to teaching staff in relation to curriculum adjustments for students with diverse learning needs.
- Advise and assist staff with modifying and adjusting curriculum and assessment.
- Undertake other relevant duties as directed by the Deputy Principal Learning and Teaching or the Principal.

The **Learning Diversity Leader** reports to the **Deputy Principal Learning & Teaching**.

This is a two-year Position of Leadership, POL 2.0 appointment (2023-2024), in line with the current POL cycle.