



**SACRED HEART
GIRLS' COLLEGE**

LEARNING DIVERSITY LEADER

POSITION DESCRIPTION

Sacred Heart Girls' College is a Catholic faith community enriched by the Our Lady of the Missions charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and strengthening our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with parents and the broader community.

The Learning Diversity Leader holds a significant position of leadership within the College and as such, is expected to commit to the vision and values of the College and carry out their leadership in accordance with these. They are responsible to the Principal, through the Deputy Principal Learning and Teaching for the development and implementation of strategies and processes that focus on improving student outcomes and engagement. The Learning Diversity Leader also ensures a holistic approach of the highest quality teaching and learning, and pastoral care is in place for all students across the College. In carrying out their duties the Learning Diversity Leader will provide cultural, educational, human and technical leadership to the College community.

ROLE RESPONSIBILITIES

CULTURAL LEADERSHIP

- Be a positive role model and actively and publicly promote and support the College, its mission, vision and values
- Foster a nurturing and supportive climate which allows all students, irrespective of their needs, to develop their full potential in all aspects of their school life
- Actively promote collective efficacy through a shared commitment to the improvement of practice and openness to feedback

Specific duties

- Provide students with a child-safe environment and be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Support members of the College Leadership Team in working with the College community in implementing the Strategic Plan and the Annual Action Plan
- Be a resource and spokesperson in matters relating to high achieving students or those with additional needs
- Support the Deputy Principal Learning and Teaching during the subject selection process by giving advice to students with special needs or requiring enrichment
- Participate in Learning Diversity Team meetings

- Convene Learning Support team meetings
- Regularly meet with and report to the Deputy Principal Learning and Teaching on matters relating to learning and teaching within the Learning Diversity area
- Liaise with the Deputy Principal Student Wellbeing and College counsellors on matters relating to wellbeing for learning
- Ensure all relevant areas of responsibility comply with Occupational Health and Safety standards

EDUCATIONAL LEADERSHIP

- Demonstrate passion, expertise and excellence in teaching with respect to the needs of all students
- Contribute to the enhancement of the academic climate of the College through working with the Deputy Principal Learning and Teaching on suitable curriculum modification to ensure all students can access the curriculum
- Identify students in need of support and enhancement and assist teachers in the creation of individual learning programs and effective monitoring of such programs and students
- Advocate, participate in and lead strategies to support high-quality professional learning opportunities for colleagues that focus on improved student learning
- Lead the Learning Support Team in supporting the learning needs of relevant students

Specific duties

- Meet regularly with the Learning Support Team on matters relating to teaching and learning
- Lead the Learning Support Team in NCCD compliance to complete an internal audit of evidence, and submit the data online annually and provide a summary to the College Leadership Team
- Lead staff in the collection of NCCD data
- Update the College Leadership Team each semester of the progress of students under the auspices of the Learning Support Team
- Liaise with the Deputy Principal Learning and Teaching and the VCE Co-ordinator in regard to special provision
- Assist students in their transition from primary school, from year to year and in transition to post school options
- Work with the Literacy and Numeracy Co-ordinators in testing Year 7 students as part of their transition and assist teachers to utilise these results in their teaching programs
- Conduct regular reviews of learning enhancement opportunities using multiple sources of evidence including student assessment data, curriculum documents, teaching practices, and feedback from parents, students and teachers.
- Provide training/professional development for teachers in providing support and extension within the classroom, as well as professional learning for VIT obligations and compliance with Disability Standards legislation
- Oversee the training and preparation of staff for PSG meetings in line with NCCD evidence collection requirements
- Identify and coordinate the services provided by Specialist Service providers
- Participate in Learning Support Network meetings, MACS briefing meetings, Learning Leaders meetings and other meetings as required
- Organise appropriate diagnosis, testing and assessment in consultation with the Deputy Principal Learning and Teaching
- Provide staff with the knowledge, skills and resources regarding the nature of learning difficulties and the specific detail about students in their care
- Collaboratively engage with subject teachers to ensure classwork, examinations and other assessments are both constructed and organised effectively to ensure optimal learning experiences for students and to ensure the curriculum is inclusive and accessible for all students
- Ensure the individual learning needs of students are catered for and the Personal Learning Plans for students with additional needs are completed and implemented
- Liaise with the Deputy Principal Learning and Teaching regarding assessment and reporting across the College and specifically in the Learning Diversity area

HUMAN LEADERSHIP

- Demonstrate excellent interpersonal skills and the capacity for effective communication
- Demonstrate effective leadership of the Learning Support Team
- Encourage and build leadership capacity of members of the team
- Work in partnership with parents in the education of their daughters
- Facilitate processes that ensure collaborative consultation, effective communication, sensitivity and respectful responses to student needs
- Implement innovative, inclusive programs that are responsive to student, parents and community needs
- Provide a climate conducive to professional discourse and collaboration
- Build structures and processes that enable students with special needs to develop self-esteem and confidence in their abilities

Specific duties

- Investigate and lead staff in the development of an adjusted curriculum, the introduction of new programs and activities to engage and challenge high achievers in their learning
- Keep staff informed about relevant decisions and issues affecting students with special needs
- Encourage and enable students with special needs to participate, as far as is practical, in all facets of College life
- Liaise with parents as required on matters relating to learning and teaching of high achieving students and those with special needs
- Identify opportunities for members of the Learning Support Team to attend professional development activities; developing their own goals for supporting teachers in relation to Learning and Teaching that are informed by data and will enhance student outcomes and engagement
- Work with staff in the organisation of activities where Learning Support Team support is required
- Attend Leadership formation days scheduled by the College and identified on the annual calendar

TECHNICAL AND ORGANISATIONAL LEADERSHIP

- Lead, co-ordinate and manage the Learning Support Team
- Maintain records in accordance with College policy and practices.
- Demonstrate high levels of organisational and administrative skills

Specific duties

- Ensure all student information is up-to-date and accessible on SIMON
- Communicate to the Director of Organisation the timetables of Learning Support staff
- Maintain student records in accordance with College policy and practices
- Manage the Learning Area resources which will include budget, equipment and rooms
- Review and update sections of relevant College documents
- Circulate information, materials and resources to members of the department
- Seek opportunities to communicate Student Diversity program features and student achievements within and beyond the school through publications such as College newsletters, social media, staff and student bulletins

VARIATION TO THE ROLE

The principal, or delegate may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

TERMS AND CONDITIONS

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

Reports to	Deputy Principal Learning and Teaching
Internal Liaisons	Leadership Team, Staff and Students, Deputy Principal Student Wellbeing
External Liaisons	MACS, VCAA, Specialists as required
Conditions	Full-time, POL Level 3, Time Release: 30 periods per cycle Note: Fulltime teaching load 37 periods (60 minutes) per cycle
Appointment Time	2026