



Catholic Ladies' College Ltd
Learning Diversity Teacher
Role Description

Catholic Ladies' College is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We seek to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead, the spirituality of the Sisters of Charity, the mission and vision of Mary Aikenhead Ministries and their values of justice, love, compassion and hope.

In responding to this call Catholic Ladies' College is a Christ-centred community established to educate, in partnership with parents, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society.

Under the direction of the Learning Enhancement Leader, the Learning Diversity Teacher will provide comprehensive and effective educational services for students and their families. He/She will participate as an effective team member, with an emphasis on educational outcomes and related curriculum issues. The Learning Enhancement Team encompasses Special Education and Counselling.

Role Responsibilities

Teaching and Learning	<ul style="list-style-type: none"> • Present well-prepared and engaging lessons appropriate to the year level and the needs and abilities of students • Support faculty objectives in accordance with the Teaching and Learning Policies • Effectively use the Learning Management System for teaching and learning, preparation, delivery and evaluation of lessons • Employ a variety of effective teaching strategies to effectively implement the curriculum • Use a full range of resources as required • Cater for individual differences • Prepare and implement Personalised Learning Plans for Special Needs students
Assessment and Reporting	<ul style="list-style-type: none"> • Provide assistance with the creation and upgrading of School Assessed coursework and tasks, examinations and course outlines as requested • Plan, develop, review and evaluate curriculum in subject areas and at year levels which you teach • Develop assessment instruments in a collegial manner where whole group testing takes place • Maintain accurate and up-to-date records of students' progress, attendance and academic achievement • Report honestly and objectively to parents and adhere to reporting and review deadlines and procedures • Complete reports as required by the College • Participate in the creation, development and construction of assessment tasks. • Give students, parents and colleagues meaningful feedback. • Write formal academic reports that conform to report writing guidelines
Learning Diversity	<ul style="list-style-type: none"> • Case Management of Nationally Consistent Collection of Data (NCCD) students in Years 10-12. This involves facilitating Parent Support Group Meetings (PSG), gathering feedback from teachers about student progress and monitoring individual student learning plans as required • Teach targeted intervention groups for Year 7 and 8 students in Literacy and Numeracy • Review students on Quality Differentiated Teaching Practice to discern whether they require additional support • Support teachers in the development of SMART goals in respective subject areas for the preparation of Personalised Learning Plans (PLP) • Prepare teacher memorandums for students under their case management with recommendations of adjustments • Support subject teachers with adjustments and modifications of work and appropriate assessment tasks with a particular focus on individualised programs. This includes supporting teachers to adjust exams at the end of each semester for students in Years 9 to 10



	<ul style="list-style-type: none"> • Identify, review, and oversee exam provisions for students in Years 9 - 11 in consultation with the Learning Enhancement Leader • Provide resources for subject teachers and Learning Support Officers specific to individual student needs • Provide one on one support to students as required to address specific goals and learning outcomes • Complete educational assessments for students as requested by parents, Year Level Team Leaders, classroom teachers or Learning Enhancement Leader and prepare reports which summarise results and put forward recommendations. • Run short term targeted intervention groups for Year 7 and 8 students in Literacy and Numeracy • Keep abreast of current pedagogical practices for differentiated curriculum • Make recommendations to the Learning Enhancement Leader regarding student programs • Update data on the NCCD Learning Management System (LMS) page to ensure that information is current and prepared for audit. • Model effective practice, encourage an understanding and acceptance of individuals and their differences
Wellbeing	<ul style="list-style-type: none"> • Liaise with the appropriate Year Level Team Leader/teacher should an individual student cause concern • Foster and positively reinforce responsible student behaviour • Develop fair and consistent routines for managing student behaviour, including Restorative practices • Exercise pastoral care and implement strategies which promote a healthy and positive learning environment
Professional Development	<ul style="list-style-type: none"> • Identify and undertake professional learning to support goals developed from ARM and in accordance with specific needs in carrying out duties
Other	<ul style="list-style-type: none"> • Other duties as required by and negotiated with the Principal. • Support and be involved in the co-curricular program • All staff members at Catholic Ladies' College are expected to comply with the Child Safety Code of Conduct
Key Performance Indicators	<ul style="list-style-type: none"> • High degree of accountability and efficiency demonstrated in the carrying out of the duties for this position • Approachable and responsive to all members of the community • Evidence of effective and efficient execution of the organisational matters relating to this role

SELECTION CRITERIA	
Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission • A demonstrated understanding and appreciation of the ethos and values of the College
Commitment to Child Safety	<ul style="list-style-type: none"> • Be familiar and comply with the College's Commitment to Child Safety, Child Safe Policy and Code of Conduct and any other policies or procedures relating to child safety. • A demonstrated understanding of appropriate behaviours when engaging with children • Be a suitable person to engage in child-connected work • Working familiarity with Child Safe requirements and expectations of MACS, PROTECT and • Must hold a current VIT registration
Experience and understandings	<ul style="list-style-type: none"> • Relevant tertiary Teaching qualifications • Post graduate qualifications and/or experience in special education • Accreditation to teach in a Catholic school (or be working towards such accreditation) • Working knowledge of the MACS Intervention Framework
Skills/Attributes	<ul style="list-style-type: none"> • Able to work effectively, collaboratively, independently and creatively within a team environment • Capacity to maintain professional relationships with organisations on behalf of the College where necessary • Innovative and dynamic in their approach to their work • Demonstrate professional and collegiate relationships with colleagues • Ability to be a role model for young women



- Discretion and an ability to maintain confidentiality
- Good oral and written communication skills, including ability to communicate with children, parents and the college community

Terms and Conditions

- Terms and conditions are outlined in the Victorian Catholic Education Multi Enterprise Agreement (VCEMEA) 2018.
- Salary for the ongoing teaching appointment is set out in the Agreement according to years of experience and qualifications
- Reporting to Learning Enhancement Leader