

1. POSITION IDENTIFICATION

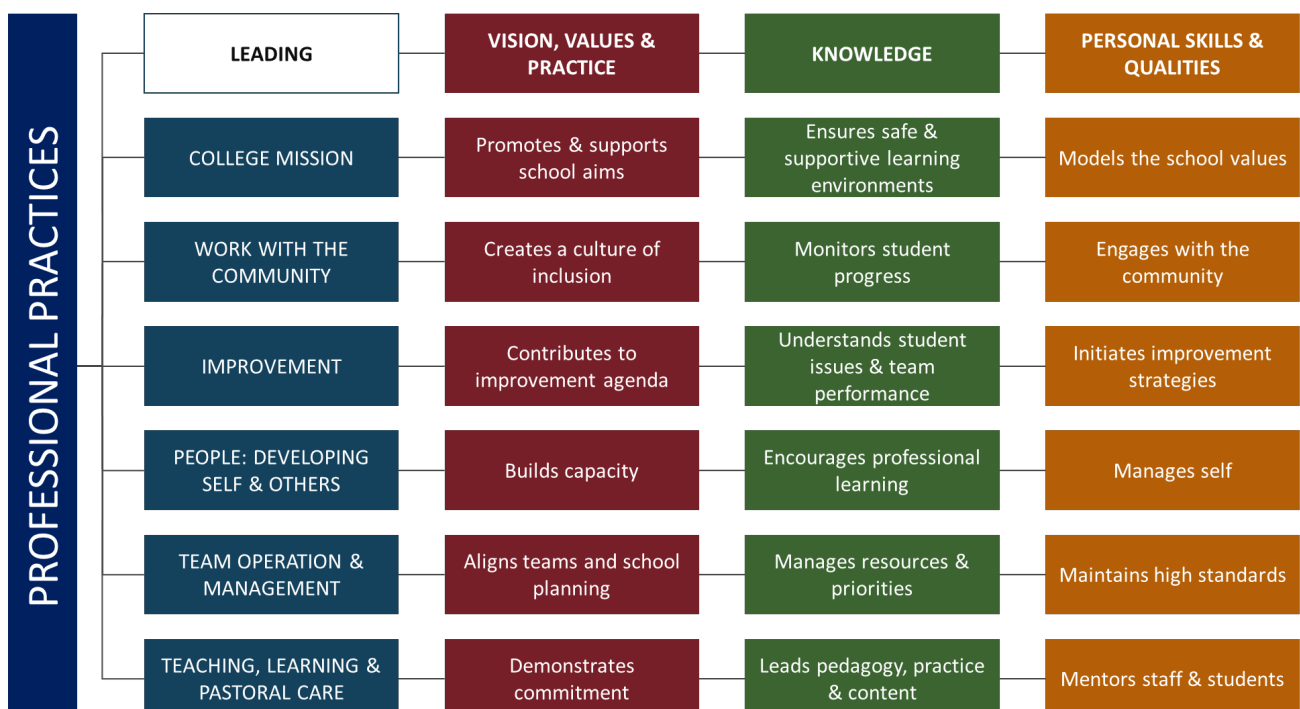
POSITION TITLE	Head of Learning Diversity
REPORTS TO:	Deputy Principal (Teaching & Learning)
AWARD	WA Catholic School Teachers Enterprise Agreement 2023 (EA)
REMUNERATION	<ul style="list-style-type: none"> • Base Teacher Salary • Level 1, Category 2 Promotional Position Allowance • Senior Teacher Allowance (if eligible)

2. THE ROLE

The role of Head of Learning Diversity is important to the needs of students at Mazenod College. This person leads a team of Learning Support teachers and Education Assistants in providing support to students with a range of learning needs. The Head of Learning Diversity will oversee the case management of student IEP's and CAP's, while working with relevant Heads of Learning to meet the needs of support students. In addition, the Head of Learning Diversity will collaborate with the Aboriginal Education Teacher Assistant/ Director of Boarding and Academic Extension Coordinator to sustain a coherent, collaborative approach to meeting the diverse needs of students.

3. MIDDLE LEADER FRAMEWORK

The Middle Leader Framework captures the network of areas that describe the work of middle leaders. The leadership and management responsibilities of middle leader roles emanate from this framework and are aligned with the AITSL Lead Teacher Standard.



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4. MIDDLE LEADERSHIP AND MANAGEMENT RESPONSIBILITIES

Heads of Learning work primarily in the areas of leading the academic development of students. As middle leaders, they are required to model exemplary standards of pastoral care and to support wellbeing programs in the College.

All middle leaders in the College have the following key leadership and management responsibilities:

Leading within a learning community

All middle leaders will:

- Promote and support the aims and values of the College and of Catholic education.
- Ensure a safe and supportive learning environment
- Creating a culture of inclusion
- Monitor student academic and pastoral progress
- Engage with the community by providing a range of extra-curricular activities
- Engage with parents to support student learning, wellbeing and development
- Engage with resources within the College to support student learning, wellbeing and development (e.g. Learning Support, Gifted and Talented, College psychologists)

Heads of Learning will:

- Ensure that curriculum is consistent with the values and teachings of the Catholic Church
- Ensure that learning programs are inclusive to reflect the diversity of learners
- Engage with families and the community to help them support their child's learning and development
- Provide extra-curricular learning opportunities for students

Leading the improvement and development of self and others

All middle leaders will:

- Contribute to the improvement agenda of the College
- Use contemporary, evidence-based understandings of student development and team performance to lead improvement of students and team members
- Initiate strategies to improve student learning and development
- Build the capacity of staff to support student learning and development
- Encourage and facilitate a range professional learning activities for staff
- Create, implement and review learning and development opportunities that are responsive to the needs of boys

Heads of Learning will:

- Provide induction to new members of the learning area
- Observe and give feedback to staff on their classroom teaching
- Support teachers to use feedback from students about their practice
- Support teachers to use data to evaluate learning programs
- Effectively manage critical conversations with and between staff
- Remain up-to-date with current trends in pedagogy, innovation and wellbeing

Leading and managing team operation and programs

All middle leaders will:

- Ensure effective implementation of programs that support student learning, wellbeing and development
- Manage staff and financial resources and priorities
- Maintain high professional standards among staff and students
- Ensure that innovative, engaging learning, leadership and pastoral opportunities are provided for students
- Provide supervision for teachers to ensure student records are maintained in a timely and accurate manner

Heads of Learning will:

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- Ensure that innovative, engaging learning opportunities are provided for students
- Ensure learning programs comply with SCSA guidelines and policies and are made available to students and families online
- Scope and sequence learning area programs from Year 7-12
- Ensure that assessment of student learning conforms to SCSA assessment principles

5. SPECIFIC DUTIES

The Head of Learning Diversity has the following duties specific to the role:

- Lead the provision of learning support services to students including:
 - Identifying students in need with the support of Heads of Learning and Heads of Year. The Learning Diversity Portfolio Includes students with a diagnosed disability, EAL/D, academic extension, Aboriginal students, students with weak literacy or numeracy skills or other.
 - Liaising with parents/guardians and other stakeholders about support options at the College.
 - Case managing students with learning plans (CAPs, IEPs, EAL/D plans).
 - Oversee alternate programs including ASDAN, Maqlit etc, if required.
- Lead the work of Learning Support Teachers including:
 - Overseeing Literacy and Numeracy support classes.
 - Monitoring OLN preparation and progress.
- Lead the work of Learning Support Teachers and Education Assistants including:
 - Organising EA timetables and allocations to classes.
 - Managing and monitoring staff efficiency.
- Supports the work of the Academic Extension Co-ordinator in a position of leadership within the Diversity portfolio.
- Head of Learning Diversity collaborate with the Aboriginal Education Coordinator in meeting the needs of Aboriginal students.
- Work alongside School Psychologists in the provision of learning support for students
- Coordinate the administration of internal testing of students (ACER PAT testing etc).
- Ensure that Learning Support student records are appropriately maintained.
- Liaise with the CLT regarding learning support matters.
- Works with the Deputy Principal Teaching and Learning to effectively achieve school improvement matters.
- Liaise with agencies (e.g. CEWA, TSH) regarding students.
- Administer and monitor funding processes including NCCD and SWD.
- Provide professional learning to staff.
- Attend meetings and information evening as required.
- Other duties as directed by the Principal.

6. SELECTION CRITERIA

The Head of Learning Support shall possess:

- excellent interpersonal skills
- excellent time management skills
- excellent organisational skills
- an ability to manage and maintain records effectively
- an excellent understanding of the operations of the education support at Mazenod
- have a current Working with Children Check

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