



FCJ College

LEARNING DIVERSITY LEADER 2020 – 2022

POL 3 with 6 Periods

COMMITMENT TO CHILD SAFETY

All students enrolled, and any child visiting FCJ College, have a right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

COMMITMENT TO LEADERSHIP PHILOSOPHY

By accepting a leadership position at FCJ College, you are committing to our leadership philosophy: *To forge a culture of shared leadership where the students are the priority. Through committing to the most effective:*

- *Culture for students*
- *Team/s for students*
- *Leadership for students*

THE POSITION

The position of Learning Diversity Leader is a significant leadership position in the College. The Learning Diversity Leader is responsible to the Principal, through the Director of Learning and Teaching, Director of Wellbeing and Deputy Principal 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 school. If there are issues or concerns, these should be directed to the Deputy Principal.

As a Leader at FCJ College; the Learning Diversity Leader will:

- support and promote the Catholic ethos of the College.
- publicly support the Leadership of the College.
- work in an honest, positive, creative and flexible manner.
- identify the strengths of individuals in their team and work in collaboration where students are the priority.
- willingly seek feedback on performance and drive professional growth opportunities through self and peer coaching.
- actively promote collective efficacy through a shared commitment to the improvement of practice and an openness to feedback.

As Learning Diversity Leader – Responsibilities:

- To develop and implement the Learning Diversity Policy and review such policy every 2 years.
- To actively contribute to the Learning Coaches Team and Learning Leaders Team as requested.
- To develop an Annual Action Plan for the Learning Diversity Area in line with the College's Annual Action Plan.
- To commit to an ongoing review of the AAP across the year with Learning Diversity Team, Director of Learning & Teaching and Director of Wellbeing.
- Monitor each student's academic, emotional and social progress through actioning the commitments in the leadership philosophy.
- To be a link between the Learning Support Staff and the Deputy Principal.
- To ensure staff maintain well documented and resourced curriculum that supports the needs of students.
- To distribute resources (including mail) to relevant staff.
- To ensure all relevant areas comply with Occupational Health and Safety standards.

Specific Duties:

- To lead the NCCD team, complete an internal audit of evidence, and submit the data online annually, so that the College Principal can validate the data and sign it off.
- To complete the NCCDS audit annually and provide a summary to the College Executive.
- To contribute to the enhancement of the academic climate of the College through working with the Deputy Principal and Director of Learning and Teaching and staff on suitable curriculum modification to ensure all students can access the curriculum.
- To identify students in need of support and extension and assist teachers in the creation of individual learning programs and suitable reporting for such students.
- To work with the Learning Coaches of Literacy and Numeracy in testing the Year 7 students as part of their transition and assist teachers to utilise these results in their teaching programs.
- To organise appropriate diagnosis, testing and assessment in consultation with the Educational Psychologist, Learning Leaders and Pastoral Leaders where required.
- To assist staff in the creation of alternative learning programs for specific students when needed.
- To provide training/professional development for teachers in support and extension within the classroom, as well as PL for VIT obligations and compliance with Disability Standards legislation.
- To work with the Learning Leaders and Pastoral Leaders to provide goal setting, study skills and organisation skills sessions for students at risk.
- To liaise with the Learning Leaders, VCE Coordinator and Applied Learning Coach to set up transition to work programs for those students in Years 9 to 11 who have reached the age of 16 and who require such assistance.
- To work with the Learning Leaders, VCE Coordinator and Applied Learning Coach to enable students to apply for University and TAFE courses as appropriate.
- Work with the relevant Learning Leader, to complete NCCD audits and moderation for students with additional needs.
- To oversee the training and preparation of staff (e.g. Learning Leaders and Pastoral Leaders) for PSG meetings in line with NCCD evidence collection requirements.
- Work with the relevant Learning Leader and Pastoral Leader so they can meet with families and conduct PSG meetings each term and to assist in the development of support and ILPs of students with additional needs and their teachers.
- Ensure the individual learning needs of students are catered for and the Personal Learning Plan for students with additional needs are completed and implemented.
- To liaise and consult with visiting teachers and providers.
- To keep staff informed of the needs and progress of individual students.
- To provide a written summary of the progress of the NCCD funded students to the Deputy Principal each semester.
- To attend the Learning Coaches Team meetings.
- To attend the Learning Leaders Team meetings when appropriate.
- To coordinate and supervise Learning Support Staff, including Integration Aides, and facilitate Learning Diversity Team meetings.
- To work with the CMT, Daily organiser and administration staff to oversee the Learning Support Officer timetables and facilitate Learning Diversity Team meetings.
- To prepare an annual Learning Diversity budget, in consultation with Learning Diversity Team and the Deputy Principal.
- To liaise with the Director of Learning and Teaching about assessment and reporting across the school and in the Learning Diversity area.
- To order and organise the resources needed for the area.
- To prepare submissions as applicable, including for annual Integration funding.
- To inform Learning Diversity staff of undertakings of the Learning Leaders and Learning Coaches Group
- Attend relevant PL including CEO Learning Diversity related network groups.
- Communicate on a regular basis with CEO personnel in areas with a Learning Diversity/NCCD component.
- Provide regular feedback to the Learning Leaders, Learning Coaches, Director of Learning and Teaching, Director of Wellbeing, Deputy Principal and Principal.
- Any other duties as directed by the College Principal.