



Position Description

Title: **LEARNING DIVERSITY LEADERS - HOUSE BASED
MELTON CAMPUS**

Responsible to: Principal

Report to: Director - Learning Diversity Leader – Cross Campus

REMUNERATION & TIME ALLOWANCE

Position of Leadership Allowance: POL 1

Tenure: 3 Years with a possible further three years upon successful appraisal

Time Allowance: 14 periods

The Learning Diversity Leaders - Housed Based are expected to commit to the vision and values of St Francis Catholic College (the College) and carry out the role in a manner that reflects the vision, and values articulate in the College Mission Statement in accordance with the School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

DUTY STATEMENT	
Commitment to Catholic Education	<ul style="list-style-type: none">• Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan and House Charisms.• Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church.• Demonstrate a capacity to integrate Church teachings into all aspects of curriculum.• Demonstrate ability to help students understand and appreciate Catholic teachings through personal example.• Compliance with the Accreditation Policy of the Victorian Catholic Education Authority (VCEA).• Demonstrate a commitment to Franciscan education informed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	<ul style="list-style-type: none">• 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.

DUTY STATEMENT	
	<ul style="list-style-type: none"> • Demonstrate duty of care to students in relation to their physical and mental wellbeing. • Actively promote the development and maintenance of a rigorous and vigilant culture of child safety at the College. • Provide students with a child-safe environment. • Be familiar with and comply with the College child-safe policy and code of conduct, and any other policies or procedures relating to child safety. • Provide an exemplary standard of pastoral care to staff, students and parents/carers.
Teaching Duties and Responsibilities	<ul style="list-style-type: none"> • Be aware of MACS schools Flourishing Learners position statement – <i>Vision for Instruction</i>. • Implementation of explicit instructional practice. • Work with teachers to provide support and strategies to assist the delivery of curriculum to students with learning diversity needs. This may include but is not limited to: <ul style="list-style-type: none"> • Assisting to modify assessment. • Instructing students 1:1 either within or outside the classroom. • Suggesting strategies to assist students. • Observing student behaviours and collaborating with teachers to modify for successful learning. • Develop resources for use in classrooms. • Possess current knowledge of curriculum initiatives in your teaching areas. • Collaborate with the Director - Learning Diversity Leader in the preparation of NCCD funding applications to support students with learning needs and disabilities and the subsequent annual reporting. • Commit to ongoing professional development in your teaching areas. • Be open to researching areas of interest relevant to directions provided in the school’s strategic plan. • Continue development of ICT skills as technologies evolve. • Participate in the staff appraisal process via ARM. • Be an active member of a relevant professional association as duties permit. • Support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with Domain Leaders. • Support and be involved in the co-curricular program. • Proactively encourage students to participate in co-curricular activities. • Act as a role model for participating students. • Retain accurate records of student attendance and participation within the co-curricular activity. • Create and maintain a safe environment in which students may enjoy

DUTY STATEMENT	
	<p>their participation.</p> <ul style="list-style-type: none"> • Maintain currency of first aid, mandatory reporting, diabetes, and anaphylaxis training. • Participate in duty supervision as rostered and other supervision duties when required. • Document and maintain procedures relevant to the position. • Demonstrate professional and collegiate relationships with colleagues. • Attend all relevant College meetings, after hour events, services/assemblies, sporting events, mass, community and faith days, and professional learning opportunities. • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Other duties as directed by the Principal.

SELECTION CRITERIA	
Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism and House members role in the mission of the Church. • Demonstrated capacity to integrate Church teachings into all aspects of the curriculum. • Ability to help students understand and appreciate Catholic teachings through personal example. • Compliance with Accreditation Policy of the Victorian Catholic Education Authority (VCEA). • Demonstrated commitment to Franciscan education formed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	<ul style="list-style-type: none"> • Demonstrated understanding of child safety. • Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children. • Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct. • Demonstrated capacity to provide a duty of care for students in relation to their physical and mental wellbeing.
Teaching Skills and Experience	<ul style="list-style-type: none"> • Demonstrated ability to work as part of a team – highly relational. • Demonstrated outstanding oral and written communication skills, including the ability to communicate with students, parents/carers, and the wider school community. • Exhibit self-motivation and confidence with an ability to build capacity in others.

	<ul style="list-style-type: none"> • Ability and willingness to accept policy directives. • Demonstrated highly effective time management skills. • Demonstrated understanding of Restorative Practice. • Demonstrated experience in the use of ICT. • Demonstrated capacity to contribute to the strategic thinking, planning, delivery of the School Implementation Framework. • Demonstrated passion for learning and ability to share this with others. • Demonstrated experience in leading best practice in Student Wellbeing and behaviour management. • Ability to utilise data to improve student wellbeing outcomes.
<p>Education and Experience</p>	<ul style="list-style-type: none"> • Teaching qualifications – Masters or Post Graduate Studies in the area of Wellbeing, Leadership, Religious Education or Theology (or working towards). • Current Victorian Institute of Teaching (VIT) registration. • Maintain accreditation to teach in a Catholic school.