



POSITION DESCRIPTION

Learning Diversity Leader

POL 2

Position Title	Learning Diversity Leader
Reports To	Deputy Principal
Term of Position	3 Year Appointment
Allowance	\$6,326 p.a.
Time Release	20 hrs / cycle (24 periods)
Date	January 2027

Position Purpose

The Learning Diversity Leader coordinates the Learning Diversity Team and oversees the educational programs and resources that support students with special learning needs. This includes students with learning disabilities, students from an EAL background, refugees, gifted or talented students, and students eligible for integration support.

The Learning Diversity Leader works under the direction of the Director of Learning and Teaching and the Deputy Principal and liaises closely with the Director of Learning and Teaching, Learning Leaders and Pastoral Leaders to coordinate learning support for students requiring both academic support and extension, through regular formal and informal meetings.

The role holds responsibility for NCCD data and Program Support Group (PSG) coordination for funded students and works closely with external providers — including visiting teachers and allied health professionals — to ensure funded students can fully access the curriculum and school life.

Key Responsibilities

1. Learning Diversity Program Coordination

- Organise and conduct Program Support Group (PSG) meetings for each NCCD funded student.
- Liaise with student services, including visiting teachers for hearing, vision and physically impaired students, psychologists and speech therapists/pathologists.
- Assist class teachers in preparing appropriate programs and classroom strategies to support students with special needs.
- Ensure funded students can access all areas of the school, curriculum and class activities.
- Provide information to staff and raise awareness of individual disabilities or needs and their effects on the student, including addressing staff meetings.
- Ensure the effective implementation and evaluation of Learning Diversity programs.
- Assist in the professional development of teaching staff in Learning Diversity and teaching and learning strategies.
- Provide individual or small group programs as required (e.g. tutorial work for senior students, skill building in specific areas, organisational skills).
- Work closely with parents of students with special needs to keep them informed of the programs provided, and maintain effective communication between home and school.



- Participate as a member of the Student Services Team, liaising closely with key personnel such as the School Counsellor.
- Make modifications and adjustments to curriculum and teaching approaches to meet the educational needs of individual students, including gifted students.

2. Transition

- In collaboration with the Year 7 Leader and Registrar, assist in the transition of incoming students with special needs (e.g. visits to primary schools, orientation programs, modified Year 7 testing).
- Coordinate the identification and assessment of students with special needs and establish and maintain profiles of all students with special needs.

3. Administration

- Manage NCCD data input and evidence collection.
- Coordinate NDIS provider access.
- Prepare PLP documentation to support external funding submissions.
- Ensure parents of funded students are aware of the support allowances they are entitled to, assisting with relevant documentation where needed.
- Maintain student files on an ongoing basis and communicate relevant information to all teachers of funded students.
- Attend relevant internal meetings, including with Learning Leaders and Program Leaders.
- Prepare and manage the Learning Diversity budget.
- Contribute relevant articles for College publications (e.g. Lumina, Loquax Ludi).

4. Learning Support Officer Supervision

- Develop a team approach to learning diversity and coordinate Learning Support Officers, including content and programming.
- Identify and promote appropriate professional development programs for Learning Support Officers.

Key Selection Criteria

- Current registration (or eligibility for registration) with the Victorian Institute of Teaching, together with a secondary teaching qualification and post-graduate studies (completed or underway) relevant to learning diversity.
- Demonstrated understanding of NCCD requirements, PSG processes and the needs of students with learning disabilities, EAL backgrounds, refugee experience, giftedness, or eligibility for integration support.
- Experience coordinating individual education plans, curriculum adjustments and classroom strategies for students with additional needs.
- Sound ability to liaise effectively with external agencies and professionals, including visiting teachers, psychologists and speech therapists/pathologists.
- Strong interpersonal and communication skills, with the capacity to build effective relationships with staff, students, parents and external providers.
- Demonstrated organisational and budget management skills.
- Commitment to the College's mission, values and inclusive approach to teaching and learning.



Other Requirements

- Commitment to child safety and adherence to the College's Child Safe policies, procedures and Code of Conduct, including the timely completion of all required child safety training.
- Commitment to ongoing professional development, including participation in the staff appraisal process and attendance at College meetings, professional development and faith development sessions.
- Willingness to undertake duties as reasonably directed by the Principal or Deputy Principal consistent with the Victorian Catholic Education Multi-Enterprise Agreement (VCEMEA).