



Nagle College

Bairnsdale

Let Your Light Shine

Position Description

Position:	Learning Diversity Coordinator Year 7 - 9
Reports to:	Principal, Deputy Principal Learning and Teaching, Deputy Principal Student Programs and Staffing
Level:	POR
Time Allowance:	20 Periods

Role Purpose:

The Learning Diversity Coordinator is responsible for planning and coordinating the Special Education programs for students with special educational needs.

Key Responsibilities:

Education in Faith

- Support and participate in the faith life of the College including a commitment to the Mission Statement and ethos of the College.
- Assist staff and students to develop their sense of belonging as members of the school through participation in rituals and celebrations that foster the development of a relationship – with each other, with God and with the community.
- Encourage the College community to bring the Salesian charism to life and promote the Salesian values.
- Implement the Salesian pedagogy of learning through relationship and presence based on reason, religion and loving kindness.

Leading Learning & Teaching

- Responsible for coordinating and moderating the NCCD processes.
- Provide support to teachers with planning and delivering learning adjustments/ differentiation for students.
- Support the development of best practice pedagogy, to support active learning and develop individual learning programs as appropriate.
- Organise and conduct SSG (Student Support Group) Meetings.
- Assist teachers with and promote the modifying of programs with learning adjustments and curriculum material to suit individual learning styles and needs.
- Conduct programs in literacy and numeracy for selected students.
- Liaise with teachers/staff in relation to NCCD and curriculum requirements.
- Provide advice and support to teachers who have funded students in their class.

Developing Self and Others

- Mentor and coach classroom teachers to ensure classroom management practices are effective in delivering learning outcomes and developing working relationships in the classroom.
- Support teachers to meet the learning and teaching expectations of the college and of/ or towards an expert teacher.
- Support teachers in developing personalised learning plans for funded student and other students in such need.
- Provide opportunities for extension and enhancement for particular students.
- Attend Professional Development opportunities which are appropriate.
- Provision of internal professional development for staff catering for students with 'special needs'.

Leading Innovation and Change

- Liaise with relevant organisations and specialists regarding student needs and programs.
- Coordinate and evaluate programs and student progress.

Leading the Management of the School

- Initiate, support and facilitate relevant appropriate curriculum innovation.
- Prepare documentation and moderated submissions for NCCD.
- Maintaining profiles on SIMON for NCCD students with diagnosed and imputed learning needs.

Engaging and working with the community

- Inspire and encourage the College community to have high expectations and value excellence.
- Organise and conduct SSG (Student Support Group) Meetings each semester.
- Foster healthy relationships between the College and the wider community.
- Assist in the interview process for students with identified special needs and coordinate a transition process for them.
- Coordination of external providers to support students with special needs.
- Lead the SEED Department in the organisation of College events e.g. Open Night, Subject Selections.
- Co-ordinating extra transition visits.

Additionally

- Other duties as assigned by the Principal.

Key Selection Criteria

- A commitment to and understanding of the ideals of Catholic Education.
- Proven competence as a classroom teacher.
- Appropriate qualifications and/or experience for the method areas.
- The ability to work as a part of a team.
- Ability to apply effective teaching and learning principles.
- Effective interpersonal and communication skills.