



## Learning Diversity Officer

### OVERVIEW

Star of the Sea College is a Catholic Independent Girls' school, founded by the Presentation Sisters in 1883. Since 2014, Star of the Sea has been an entity/ministry under the jurisdiction of Kildare Ministries. The College has a rich tradition of educating students to make a difference in the world and work for justice. The College's Educational Charter, developed in collaboration with teachers, students and parents, provides the framework for this role description.

All staff members are expected to support the College's mission to empower young women to engage in critical reflection leading to positive action for our world. The College community's success is shaped by their energy, skills, talents and shared sense of mission.

In addition, the expectation is that all staff support the Catholic Ethos of the College, work with the Leadership Team in ways respectful of the Catholic and Presentation spirit of the College, support the College's Mission statement and assist in the implementation of the Strategic Plan and College Improvement Plan.

Star of the Sea College promotes the safety, wellbeing and inclusion of all students.

### CHILD SAFETY

Star of the Sea College is committed to the safety and wellbeing of our students. The College is committed to the protection of all children from all forms of child abuse. In this context, the College has implemented a comprehensive child safety program and processes which apply to all community members. All staff appointed to the College are expected to take an active role in maintaining children's safety and have a demonstrated understanding of appropriate behaviours when engaging with children. They must therefore be a suitable person to engage in child connected work while holding a current registration with the Victorian Institute of Teaching (VIT). Staff are also required to have a sound knowledge of their legal obligations relating to child safety under Ministerial Order No. 1359: Implementing the Child Safe Standards – Managing the risk of child abuse in schools and boarding premises.

### MAJOR AREAS OF RESPONSIBILITY

The Learning Diversity Officer works in conjunction with the classroom teacher to support the learning of students at Star of the Sea College who qualify for funding from MACS (Melbourne Archdiocese Catholic Schools) for specific conditions which may affect their learning. On occasion, they may also be required to work with other students within the classroom who require extra assistance to access the curriculum. The Learning Diversity Officer reports directly to the Head of Learning Diversity and is expected to liaise and work cooperatively with all staff members, most especially the Classroom/Subject Teachers they assist.



The Learning Diversity Officer is central to the wellbeing of the students they work with and are responsible for promoting a positive and secure learning environment.

In this regard a Learning Diversity Officer;

- may be required to attend an overnight excursion in order to facilitate the inclusion of a particular student in this aspect of the school curriculum
- works as a cooperative and flexible member of the Learning Diversity team
- liaises between the Head of Learning Diversity and other staff
- is expected to attend school and community events
- adapts in a technologically progressive environment utilising her/his experience with a variety of software packages and the Internet for educational purposes.
- works with the students to make the classroom as stimulating and inviting as possible.

Including any other duties as requested by the Head of Learning Diversity or the Principal.



The following duties are aligned to the major areas of responsibility:

<p><b>Curriculum</b></p> <ul style="list-style-type: none"><li>• <i>Support differentiation and personalisation of the curriculum</i></li><li>• <i>Engage in respectful dialogue</i></li><li>• <i>Instil the skills and confidence necessary to work effectively in both collaborative and individual setting</i></li></ul> <p>Education Charter</p>	<p>Learning Diversity Officer work with the Subject Teacher to:</p> <ul style="list-style-type: none"><li>• support the classroom teacher in following the Individual Learning Plan of a student, where applicable, and/or implement the teaching and learning strategies determined by the Head of Learning Diversity, in consultation with the student, her parents and external health and allied health professionals</li><li>• support students within the classroom setting and in withdrawal mode as required. Depending on a student’s needs and mobility, a Learning Diversity Officer may also be required to assist the student in moving around the school and attend to other health needs after appropriate training</li><li>• keep a record of a student’s progress and achievements in order to assist the Head of Learning Diversity to assess and devise suitable programs to meet the student’s needs as required such as maintaining a record of adjustments provided to students to support the collation of NCCD evidence</li><li>• provide feedback on the progress of the student(s) they assist to the Head of Learning Diversity prior to Program Support Group (PSG) meetings with the student and her parents/guardians, and for report writing and Parent/Student/Teacher interviews</li><li>• plan, develop, review and evaluate curriculum, in consultation with the subject teacher and Head of Learning Diversity, in subject areas and at year levels which they support</li><li>• create and evaluate online resources for the purposes of enriching the curriculum using College structures</li><li>• liaise between the Learning Diversity Faculty and other staff.</li><li>• work with the students to make the classroom as stimulating and inviting as possible.</li><li>• attend PSG meetings as scheduled</li></ul>
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<p><b>Student Learning, Wellbeing and Child Safety</b></p> <p><i>Respect, value and support the diversity of learners and learning activities at Star</i></p> <p><i>Recognise that learning and teaching contributes to each student recognising her place as a responsible, global citizen</i></p> <p><i>Care for all members of our community and uphold the dignity of each individual</i></p> <p><i>Instil a sense of belonging, identity and pride amongst our students</i></p> <p>Education Charter</p>	<p>Learning Diversity Officer:</p> <ul style="list-style-type: none"> <li>• monitor the wellbeing and pastoral needs of students</li> <li>• assist with the monitoring of general classroom behaviour and involvement</li> <li>• are active participants in the College’s pastoral care system as specified in the Pastoral Care Policy in a manner which reflects Presentation values</li> <li>• work with the Deputy Principal - Students to promote student wellbeing</li> <li>• in conjunction with the Learning Diversity team, provide adjustment of curriculum or assessment for identified students</li> <li>• may be required to attend an overnight excursion in order to facilitate the inclusion of a particular student in this aspect of the school curriculum</li> <li>• implement strategies and expectations which promote a positive learning environment</li> <li>• provide students with a child-safe environment</li> <li>• are familiar with and comply with the College’s child-safe policy and code of conduct, and any other policies or procedures relating to child safety</li> <li>• proactively monitor and support student wellbeing</li> </ul>
<p><b>Professional Engagement</b></p> <p><i>Are active members of our profession who seek to improve student learning and engagement through a commitment to 21<sup>st</sup> Century pedagogy, facilitated by ongoing professional learning</i></p> <p>Education Charter</p>	<p>Learning Diversity Officer:</p> <ul style="list-style-type: none"> <li>• work as a cooperative and flexible member of the Learning Support team</li> <li>• maintain excellent communication and relationships with students and staff</li> <li>• attend school and community events</li> <li>• continue their development of ICT skills as technologies evolve, including technologies for use by students with specific needs</li> <li>• participate in the staff appraisal and annual review and feedback processes</li> <li>• undergo First Aid training and maintain its currency</li> </ul>





	<ul style="list-style-type: none"> <li>• create and maintain a safe environment in which students may enjoy their participation, both in class and out of class activities</li> <li>• oversee the provision and care of relevant equipment, materials and first aid requirements</li> </ul>
<p><b>General Administrative Duties</b></p>	<p>Learning Diversity Officer:</p> <ul style="list-style-type: none"> <li>• keep accurate records of student attendance</li> <li>• ensure compliance with OH&amp;S Policy and Procedures</li> <li>• have a duty of care for the behaviour of all students</li> <li>• have a duty of care for the appearance of students and model appropriate dress by adhering to the dress code policy as published in the staff manual</li> <li>• attend scheduled staff meetings, and relevant House meetings and Mentor group meetings</li> <li>• attend College assemblies and liturgies</li> <li>• use Information and Communication Technologies to enhance administration</li> <li>• participate in Retreat/Spiritual programs and/or a Mentor Group Camp as required by the College, on at least an annual basis</li> <li>• attend whole College, Year Level and House events eg liturgies, Athletics as directed</li> <li>• develop and maintain collegial and professional relationships with fellow staff members</li> <li>• adhere to all College policies as published in the common drive</li> <li>• are expected on site during working hours, for the purposes of lesson planning, and organisation</li> </ul>





### CONDITIONS OF EMPLOYMENT

<b>Direct Report</b>	Head of Learning Diversity
<b>Tenure</b>	Contract – 2025
<b>Date</b>	Commencement 28 January 2025
<b>Qualifications</b>	Appropriate qualification desirable Working with Children Check First Aid desirable
<b>Salary</b>	Entitlements under the Victorian Catholic Schools Multi Employer Agreement (2022)
<b>Approved By</b>	Principal