

*“We are a Catholic community of welcome,  
connecting faith, family & education.”*



## POSITION INFORMATION DOCUMENT

Spanning across multiple campuses and sites on Kaurna land in the western suburbs of Adelaide, Nazareth incorporates an Early Childhood Centre, Reception to Year 12 College, a Pathways & Partnership Centre, and a variety of community and engagement programs.

We provide learning that is holistic, inclusive, lifegiving, and lifelong. Our promise is that students will find their chosen pathway and graduate knowing they matter absolutely, have the power to make the world a better place and influence positive change.

A strong partnership between staff, children and families ensures we are all striving for the same outcomes.

Families are at the heart of our faith and learning environment and we are committed to building community through nourishing family life. It's not just students who get to experience what Nazareth has to offer, as we coordinate a range of programs and initiatives to support and celebrate all members of our community including early learners, graduates, parents, seniors and friends.

At Nazareth we invite our community to a deeper understanding of God through authentic, engaging, and life-giving experiences.

From the Early Childhood Centre to Year 12, we are continually examining the needs of young people as we prepare them for life as critical, informed and motivated contributors to the local community and beyond. In our community diverse cultures and religions are recognised and embraced. We embrace a contemporary approach to faith and learning, where innovation, technology and our environment enable both students and staff to be at the forefront of education.

Grounded by our Catholic beliefs, we aspire to be a living experience of Church, with every family and member of our community at the heart of what we do each and every day.

At the centre of Nazareth's vision is a community who, in partnership with Parish, gathers in prayer and celebration, with the Eucharist, from which it draws its inspiration, as the focus. The Christian message, together with the Catholic traditions and practices, is evident in contemporary, relevant, and diverse gatherings.

At Nazareth every single student and their family is known and celebrated for their unique gifts and talents, and it is our mission to help each young person in our care, seek their passions and follow them.

<b>Position Title:</b>	R-12 Head of Inclusion and Support
<b>Employment Category:</b>	Permanent
<b>Salary (Teaching):</b>	Teaching – full time permanent + POR 4 allowance Maintain a teaching load consistent with the South Australian Catholic Schools Enterprise Agreement
<b>Salary (Non-teaching):</b>	Equivalent salary
<b>FTE:</b>	Full Time
<b>Appointment:</b>	ASAP (latest 20 January 2025)

## POSITION OVERVIEW

---

The R-12 Head of Inclusion and Support plays a pivotal role within the College, dedicated to fostering an inclusive and supportive learning environment for all students from Reception to Year 12. This role involves working collaboratively with key stakeholders to ensure every student has access to learning opportunities and can achieve success.

In alignment with the College's vision and mission, the R-12 Head of Inclusion and Support will work closely with the Principal, College Deputy Principal and other senior leaders to implement inclusive practices across the school. This includes partnering with campus Learning Support Coordinators, Year Level Coordinators, Leaders of Learning, Subject Teachers, and Mentor Group/Class Teachers to support their efforts in meeting the diverse needs of students, ensuring equitable access to education in accordance with College policies and procedures.

This role also encompasses managing the administrative requirements of Personalised Plans for Learning (PPLs), the Nationally Consistent Collection of Data (NCCD), English as an Additional Language or Dialect (EALD), Gifted Education and Indigenous Education.

Additionally, the R-12 Head of Inclusion and Support will work closely with staff to ensure the consistent application of Catholic Education South Australia's Students with Disability Strategy.

This position is responsible to the Principal, through the College Deputy Principal and the Heads of Campus.

## KEY WORKING RELATIONSHIPS (INTERNAL)

---

- Principal
- College Deputy Principal
- Heads of Campus
- Campus Learning Support Coordinators
- Campus Heads of Teaching and Learning
- Campus Heads of Student Development
- Leaders of Teaching and Learning
- House Leaders and Year Level Coordinators
- Student Counsellors
- Staff
- Students
- Parents/caregivers
- Catholic Education South Australia staff

## KEY RESPONSIBILITIES/DUTIES

---

As the R-12 Head of Inclusion and Support at Nazareth, you will:

- Work in accordance with the Vision, Mission, Values and Aspirations of the Nazareth Strategic Plan.

### **Leading the Nazareth Inclusion and Support Team**

The R-12 Head of Inclusion and Support is responsible for leading the Inclusion and Support team. They will:

- Collaborate with the Nazareth Leadership Team (NLT) in the recruitment and induction of new employees.
- Recommend continuation of employment beyond probation for employees in the Inclusion and Support Team.
- Conduct the annual reviews for Campus Learning Support Coordinators and key members of their teams.
- Supervise and develop the work of the Campus Learning Support Coordinators and their teams.
- Lead the development of the Annual Inclusion and Support Professional Development Plan, in collaboration with NLT.
- Lead the implementation of a case management approach to ensure the consistent application of individual student Personalised Plans for Learning (PPLs) for Students with Disability, Students with Learning Disability, Indigenous, Gifted and Talented students, CESA Scholarship students, and students with SACE modified programs and Special Provisions.

- Provide leadership of the EALD function, overseeing data collection for funding support, LEAP levelling, and supporting with EALD reporting and intervention programs.
- Promote positive relationships and standards of behaviour within the Inclusion and Support Team, which reflect Gospel values and provide a safe environment for students, staff, and families.

### **Strategy and Improvement**

The R-12 Head of Inclusion and Support contributes to the development and implementation of the College's Annual Improvement Plan. The R-12 Head of Inclusion and Support will:

- Review College data to identify opportunities for improvement in access to and the efficacy of support for students with disabilities.
- Recommend the annual improvement actions and targets in alignment with College strategy and campus actions & targets.
- Lead the College Inclusion and Support Teams in implementing annual improvement actions.
- Collaborate with Heads of Campus and other Leaders to implement broader annual improvement actions that contribute to improving student inclusion outcomes.
- Report to the Principal on the status of the Annual Improvement Plan and provides an annual report to the NLT, Nazareth Advisory Council and the Community.
- Contribute to the NLT's discussion of broader College Strategy and AIP Goals and Actions.
- Liaise with external agents, providers and consultants in the delivery of Inclusion and Support for Nazareth students

### **Annual Operations Plan**

The R-12 Head of Inclusion and Support is responsible for managing the Inclusion and Support Budget. They will:

- Recommend the Campus Student with Disabilities support budget (for each campus) based on Student with Disabilities categories and options for combining resources in the local context.
- Collaborate with Campus Learning Support Coordinators and their respective Heads of Campus and Human Resources Manager to determine the final staffing mix (Inclusion Teacher/ESO) to best support the needs of the Campus Community.
- Consider the annual campus requests for additional resources and minor works to support student inclusion outcomes as part of the annual budget process.
- Ensure that the Inclusion and Support teams maintain a high standard of record keeping in relation to the provision of adjustments.
- Work within their delegations of authority as determined by:
  - The annual College Budget.
  - The Nazareth approach to resource distribution between campuses that generally reflects the number of enrolments, student needs and other contextual factors.
  - The Nazareth Human Resource Management policies, procedures and budget parameters.

### **Compliance & Quality Assurance**

The R-12 Head of Inclusion and Support is responsible for ensuring that Nazareth is compliant with the DDA, SACCS Policies and Procedures and Nazareth's Internal compliance requirements. They will:

- Check CESA Standard Operation Procedure (SOP) requirements and report compliance to the College Deputy Principal in time for College submission of SOP returns.
- Ensure that each campus has an effective process for assessing the needs of students and creating or adjusting PPLs.
- Receive Quality Assurance reports from the Campus Learning Support Coordinators that PPLs are up to date.
- Conduct sample checks to test the quality assurance process.

### **Responding to Complaints, Emerging Issues and Risks**

The R-12 Head of Inclusion and Support is responsible for managing the College's response to complaints and risks related to Inclusion and Support of Students. They will:

- Receive complaints about the performance of the Inclusion & Support Teams or its processes.

- Collaborate with the College Deputy Principal to investigate complaints and provide an investigation report to the College Deputy Principal or Principal depending upon the level of the complaint.
- Assess information or concerns regarding the emergence of gaps in the provision of Inclusion and Support and respond accordingly or discusses the matter with the College Deputy Principal if it requires a College response and/or the reallocation or request for additional funding in the current year.
- Complaints about or involving the R-12 Head of Inclusion and Support are received by the College Deputy Principal or the Principal.

### **Catholic Identity:**

#### **The R-12 Head of Inclusion and Support will:**

- Encourage and support the ethos and mission at Nazareth.
- Promote the spiritual life of the College through visible leadership of our Catholic identity.
- Give witness to Catholic values in carrying out duties, particularly in relation to the care and management of teaching staff and promote staff care and management practices in the College which reflect those values.
- Lead prayer and reflection during staff gatherings as required.
- Be aware of and support links between Nazareth, other schools, and the local church.

### **Code of Conduct and Professional Responsibilities**

#### **The R-12 Head of Inclusion and Support will:**

- Always adhere to Catholic Education Code of Conduct. The code applies standards for appropriate ethical and professional behaviour.
- Always adhere to the Safeguarding Catholic Professional Standards.
- Always adhere to the Protective Practices for staff in their interactions with children and young people.
- Operate in accordance with the Charter for Teachers in SA Catholic Schools.
- Understand the employer's requirements and act in accordance with SACCS (South Australian Commission for Catholic Schools) and the College's policies, guidelines, and procedures.
- Enhance the College's relationship and reputation with external individuals and organisations, through positive interactions and communication.
- Participate in professional development activities which lead to improved student outcomes and strengthen the professionalism of the teacher.
- Appropriately assist students who are hurt, sick or in distress.
- Meet and teach students at designated locations and times.
- Develop and maintain effective professional partnerships with other staff.
- Undertake supervision duties, including yard duty, diligently.
- Complete administrative tasks accurately and on time.
- Maintain high standards of professionalism and high expectations.
- Be willing to participate in all aspects of College life and to develop positive relationships with students, families, colleagues, and the wider Nazareth community.

### **Student Wellbeing and Professional Responsibility**

#### **The R-12 Head of Inclusion and Support will:**

- Demonstrate a sound understanding of student wellbeing and pastoral care.
- Develop positive relationships with students and families, ensuring frequent and timely communication, and keep families informed regarding any matters of concern or celebration.
- Support an environment in which every student is known, valued, feels safe and has someone with whom they can talk.
- Apply student personal responsibility strategies, in line with College policies, to re-establish positive expectations, behaviours and relationships.
- Consistently maintain behavioural expectations.

### **Other Professional Activities (OPA) – Teaching staff only**

- Teachers are required to attend meetings, learning conversations and other agreed professional activities in accordance with the current South Australian Catholic Schools Enterprise Agreement.

## Curriculum Extension Activities (CEA) – Teaching staff only

- Staff are required to contribute time to CEA activities in accordance with the current South Australian Catholic Schools Enterprise Agreement.

Carry out other duties as determined by the Principal, R-12 Deputy Principal and Heads of Campus.

## ESSENTIAL PROFESSIONAL AND PERSONAL SKILLS

---

As the R-12 Head of Inclusion and Support at Nazareth, you will:

- Possess relevant tertiary qualifications.
- Hold a sound knowledge and understanding of contemporary practices in student inclusion and support.
- Hold knowledge and understanding of NCCD and EALD and their associated requirements.
- Have highly developed communication, planning, analysis, interpersonal, conflict resolution and team building skills.
- Be able to work independently.
- Demonstrate and model an ongoing commitment to continuous improvement and professional development.

### *Additional requirements*

- Current teacher's registration and/or Working with Children Check
- Screening clearance to work in Catholic Education SA.
- Approved RRHAN-EC training.
- Relevant first aid training – *HLTAID012*
- 'Keeping Safe: Child Protection Curriculum' training
- 'Disability Standards for Education' lessons 1 & 2 certifications.
- Annual sign off is required for:
  - CESA Code of Conduct
  - Protective Practices
  - Nazareth ICT Agreement
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

## WORK HEALTH AND SAFETY

---

As a *Worker*, while at work you must –

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

*Reference: Division 4, Section 27 and 28 WHS Act 2012*