

Position Information Document

DIRECTOR OF DIVERSE LEARNING R-5 (POR 3) (REPL)



Term of Appointment:
28 April 2025 to 20 July 2026

Salary:
Teaching Step + POR 3 Allowance

POR 3 Allowance: \$16,711 per annum (pro-rata to duration of contract)

Conditions of Employment

The Position Information Document for the Role of a Teacher at St Columba College underpins the role of the Director of Diverse Learning R-5.

Reports to:
Principal (or Delegate)
Head of Curriculum and Learning R-12

The position has a teaching load of 0.2FTE

The employment conditions are in accordance with the Catholic Schools Enterprise Agreement (as amended or replaced).

1. BROAD PURPOSE

The Director of Diverse Learning R-5 is responsible to the Principal through the Head of Curriculum and Learning R-12 for leading curriculum planning, pedagogy, teacher development and coordinating the administration processes for students who are resourced as well as other students who have been identified as requiring support. The role of the Director of Diverse Learning R-5 is to provide exemplary leadership in the area of learning diversity and intervention to promote improved student learning outcomes and engagement by modelling best practice.

2. KEY WORKING RELATIONSHIPS

Principal	Head of Curriculum and Learning R-12
Deputy Principal R-12	Colleagues
Head of Schools	Students, Parents and Caregivers

3. LEADERSHIP AT ST COLUMBA COLLEGE

- Model and empower staff to develop an environment which promotes the Anglican and Catholic Ethos and provides for the social, emotional, physical, intellectual and spiritual growth of each student
- Actively support the College Vision, Mission and strategic plan
- Lead and support staff to build a culture of excellence and participation
- Develop Annual Plans with specific goals for improvement in line with the College Strategic Plan
- Provide leadership in prayer and liturgy and other religious celebrations

- Undertake research and is aware of trends to ensure the College remains contemporary in the delivery of its learning and teaching programs
- Implement decisions made by the Leadership Team in regard to College policies and procedures

Position Information Document DIRECTOR OF DIVERSE LEARNING R-5 (REPL)

4. KEY RESPONSIBILITIES

- Work with the Principal to ensure that the College is meeting and adhering to legislative and compliant requirements as outlined by the relevant authorities
- Work with the Principal to ensure the College meets its obligations under the Disability and Discrimination Act (1992) and Disability Standards for Education (2005)
- Lead and implement processes to identify and analyse the individual needs of students, particularly those with learning, social emotional, physical, sensory or medical needs
- Promote and inform staff, students and parents in the areas of general and specific learning diversity and/or disability within the NCCD Framework
- Provide effective leadership to improve team performance and build the collective efficacy of staff in supporting students with diverse learning needs
- Liaise with external agencies in order to support students with diverse learning needs
- In conjunction with the Head of Curriculum and Learning R-12 foster a whole-school approach to differentiation to build staff capacity
- Work with teachers to design, model and evaluate effective teaching strategies to engage all learners in the classroom, ensuring the material is accessible for all
- Oversee and lead the work of the Diverse Learning Team including the development of appropriate timetables for members of the team
- Develop and deliver relevant and appropriate learning development for staff, ensuring staff are aware of current developments within the area of diversity needs and lead them in relevant professional learning
- Oversee the transition of students with diverse learning needs and provide support structures for students during transition and ensure that necessary steps are in place for students identified in advance of having learning needs
- In conjunction with the Diverse Learning Teacher, work with individual staff to assist them to develop their capacity in supporting students with diverse learning needs
- Work with Learning Area Leaders in the development of programs across the College to best support students with their learning, including targeted support and enrichment opportunities
- Brief and continually update staff as to the individual needs of students within the learning support programs
- Oversee appropriate assessment and reporting procedures and processes to support students with diverse learning needs
- Encourage students, teachers and parents to be actively involved in the planning of learning programs and goals
- Work collaboratively with parents to develop appropriate structures for students with diverse learning needs
- Ensure the maintenance of accurate student records and the transfer of information to staff and parents
- Organise, where appropriate, educational assessments of students with appropriate personnel
- Document and maintain student Personalised Plans for Learning (PPL)
- Maintain detailed records for all meetings with parents/caregivers, staff and agencies
- Liaise with CESA Consultants, professionals and other agencies as required
- Attend Learning Area Leaders Meetings as required
- Prepare and administer the annual budget

Position Information Document DIRECTOR OF DIVERSE LEARNING R-5 (REPL)

NCCD

- Lead the NCCD process, complete an internal audit of evidence, and submit the data online annually, so that the College Principal can validate the data
- Complete the NCCD annual audit and provide a summary to the Leadership Team
- Prepare applications for funding for students with diverse learning needs under the Commonwealth Government NCCD program
- Collect, collate and record data for the NCCD
- Consider ways of creating ongoing improvement in the procedures used to collect and assess documentation used in the NCCD submission
- Develop, test, implement, monitor and evaluate NCCD proformas
- Undertake NCCD administration process as required, which could include, but is not limited to, NCCD audit and data collection
- Set up and maintain the NCCD reporting database through updating data in the CEM data collection form for schools
- Support teaching staff in the identification and recording of appropriate adjustments for students with diverse learning needs
- Create and maintain NCCD evidence and supporting documentation both electronic and hard copy
- Generate NCCD reports for the Leadership Team as requested

5. PERSONAL QUALITIES AND SKILLS

- Possess the commitment, knowledge, and skills necessary to foster Christian community and an ethos appropriate to an Anglican and Catholic College
- Act in a manner consistent with the Code of Conduct for Staff at St Columba College
- Understand the College's requirements and act in accordance with all College policies, guidelines and procedures
- Understand the Privacy Act in relation to staff, students and families at the College
- Strong understanding of learning diversity and intervention
- Be a highly motivated educator who has a record of delivering successful student outcomes
- Possess well-developed interpersonal and communication skills and proven ability to develop a strong positive rapport with staff
- High level of confidentiality, trust, integrity and work ethic
- Possess the ability to actively support, model and promote continuous learning and ongoing development of teaching staff
- Proven administration and organisational capabilities
- Possess a strengths-based approach and solutions focus
- Energy, positivity and passion for building capability of teaching staff

6. SPECIFIC REQUIREMENTS

- Relevant academic qualifications to enable registration as a Teacher in South Australia
- Current South Australian Teachers Registration Board Certificate
- Hold a current acceptable Working with Children Clearance to work in Catholic Education SA
- Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) mandatory training
- Relevant First Aid qualifications

Position Information Document DIRECTOR OF DIVERSE LEARNING R-5 (REPL)

- Ability to provide evidence of vaccination against, or prove immunity to, COVID-19 and other diseases as specified by the College; or provide evidence of a medical contraindication to the available and approved vaccines, to the satisfaction of the College
- Actively participate in regular performance reviews and undertake applicable training as required to ensure opportunities are sought to increase knowledge, experience and skills held

7. WORK HEALTH AND SAFETY

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

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 notified to workers by the employer that is related to health and safety at the workplace

This position information document (PID) indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

The requirements of the role and associated responsibilities can vary in response to the needs of the College and above Key Responsibilities may be varied as determined by the Principal (or delegate).