



## POSITION DESCRIPTION

<b>Title</b>	<b>Head of Diverse Learning (Prep– Year 6)</b>
<b>Department</b>	Diverse Learning
<b>Reporting</b>	Director of Learning and Growth
<b>Location</b>	Burke Hall Campus, Kew

### Our Intent

At Xavier College we aspire to form exceptional graduates through inspiring learning experiences and our distinct Jesuit character. The individual is expected to align their actions and leadership with the Intent, our graduate qualities and the Pillars in the Xavier College Strategic Plan **XC150**.

### Our Position

The Head of Diverse Learning (P– 6) will make a significant contribution to an aspirational and rigorous culture of educational and operational excellence at Xavier through their leadership offered to students, parents and all educators engaged with the Junior Campus. The Head of Diverse Learning (P–6) is a key leadership role and is accountable for College performance in the following areas:

- **Gifted and talented**
- **Learning Enhancement**

This role reports to the Director of Learning and Growth and holds a key responsibility for overseeing the implementation of learning enrichment programs that address the diverse learning needs of Xavier students. It carries a significant responsibility to link to both curriculum and pastoral teams in the effective and coordinated support of student needs. The role requires exceptional knowledge and understanding of the critical learning and cognitive elements that underpin effective and constructive learning and teaching practice. It is inclusive of the full spectrum of learners, while giving particular attention to those at lower and upper edges of learning functioning and capacity.

The Head of Diverse Learning (P-6) will work constructively with all learning leaders across the College to ensure an aspirational, positive and relational culture is maintained across students and staff. This culture is centred in the understanding of *cura personalis* – the care of the individual – and the wider values and characteristics of Jesuit education. It is driven by the desire to promote rigorous standards of educational and operational excellence, and is especially attentive to all matters of child safety.

The Head of Diverse Learning (P–6) provides an important intersection between all aspects of learning, individual care and wellbeing, and the holistic educational programs of the College. The role requires a collaborative and engaging mindset, with empathetic and effective actions and communication supported by good process and documentation. Qualities in personal engagement and the formation of positive relationships with students, staff and parents are essential.

## Core Duties and Responsibilities

The Head of Diverse Learning (P-6) will:

- ensure the effective identification of students in need of support and extension and assist teachers in writing Individual Learning Plans and suitable reporting for each student
- keep staff informed of the needs and progress of individual students
- assist subject/class teachers in the development and implementation of adjusted and modified programs as necessary
- ensure the development of enrichment programs beyond the defined curriculum
- support teachers and Learning Support Assistants to implement Individual Learning Plans
- oversee the effective liaison with parents and external agencies such as Catholic Education Melbourne, particularly in relation to student learning needs and funding
- ensure the effective liaison with external support services and visiting professionals
- provide support to students with specific learning needs (and their parents) through the enrolment process and ongoing through their life at the College
- ensure the effective liaison with external support services and visiting professionals
- coordinate diagnostic testing through external specialists when required
- be a role model and pedagogical leader in learning diversity
- coordinate and supervise Diverse Learning Assistants and facilitate Diverse Learning Team meetings as applicable
- lead the Burke Hall aspects of NCCD the team, complete an internal audit of evidence, and ensure the accuracy and completion of all data and submission
- be a member of the NCCD Committee and participate in its meetings
- have a sound understanding of the NDIS and its interface with school environments
- coordinate Program Support Group meetings
- provide appropriate professional learning opportunities for staff to ensure world class practice in the area of Diverse Learning / Learning Enhancement
- collate student learning data and present regularly to relevant teams to ensure data collection is translated to knowledge, practice and action to address student needs
- liaise with the Director of Connection with internal College transition processes and new students
- be an active member of Heads of Learning Area Committee meetings at all campuses
- prepare and steward an annual Learning Diversity budget
- liaise with the respective Campus Heads of Learning and Teaching about assessment and reporting across the school in the Diverse Learning area
- support staff in meeting the College's obligations with regard to Disability legislation
- manage Diverse Learning staffing needs
- liaise closely with the Head of Diverse Learning at Senior Campus particularly in relation to the transition of students across campuses

With specific attention to Evaluation and Assessment, the Head of Diverse Learning (P-6) will:

- consult with subject/class teachers on devising assessment for students with special needs
- support staff to use assessment data to identify students at risk
- be a resource person to assist Leadership Staff and Heads of Learning Area in relation to the appropriate placement of students with special needs.
- review support programs and contribute to learning and teaching programs on a regular basis.
- work with the respective Heads of Learning at each Campus to assist in the facilitation of Literacy and Numeracy testing as part of the College transition program

## **Our Xavier Leadership Traits**

The Head of Diverse Learning (P-6) should consistently display effective leadership traits. At Xavier, we identify the value and importance of:

- competence, conscience, compassion and commitment
- those we serve
- respectful, divergent thinking
- ideas and innovation
- leading high standards
- collaboration and collegiality
- openness, trust and ownership
- process, solutions and outcomes
- stewardship and sustainability
- the pursuit of the possible

## **Our Jesuit Identity**

As a delegated leader, the Head of Diverse Learning (P-6) will:

- be inspired at all times by the highest Ignatian ideals of companionship and collegiality, of being men and women for and with others and who desire to make a positive difference in the world
- will be discerning and reflective, deeply committed to the ongoing exploration of their own spirituality, in order to accompany staff and students at the College on their holistic journey
- will promote and protect the Ignatian beliefs, Jesuit ethos and Jesuit educational tradition in every aspect of College life, ensuring they are acknowledged, articulated and developed among the whole Xavier Family

## **Our Inspiring Learning**

As a delegated leader, the Head of Diverse Learning (P-6) will:

- promote the efficacy of all educators and their role in the mission of the holistic education of students at the College
- liaise on a regular basis with the Director of Campus so as to fully appreciate the educational objectives and needs of the College and its respective elements
- be conversant with current curriculum issues and future curriculum development, especially as it pertains to effective teaching and learning practices and support structures.

## **Our Student Life**

As a delegated leader, the Head of Diverse Learning (P-6) will:

- model their leadership on the ASPIRE Qualities of the College, with a deep sense of how staff actions are oriented for the good of student outcomes
- support the application of student pastoral care and *cura personalis* from an operational and strategic perspective
- support those charged with the delivery of pastoral care in undertaking these responsibilities, especially through the adept undertaking of events and activities.

### **Our Xavier Family**

As a delegated leader, the Head of Diverse Learning (P-6) will:

- be aware and responsive to student, staff and parent needs, supported by the implementation of effective communications strategies
- be responsible for providing strong leadership and direction by contributing to a passionate educational community that aspires to achieve excellence through continual improvement in all aspects of school life
- embrace the wide variety of human and other resources available for bringing learning and diversity to life

### **Our Professional Expertise**

As a delegated leader, the Head of Diverse Learning (P-6) will:

- model effective Ignatian leadership and the Xavier Leadership Traits, with fellow leaders and in all engagements with all members of the Xavier Family
- take a particular interest in the professional growth and performance of all staff, assisting with staff appraisals/reviews, as required and in conjunction with the professional growth model of the College
- support fellow leaders to ensure that there is effective and proactive levels of support for staff, thereby contributing to an excellent staff culture.

### **Our Operational Excellence**

As a delegated leader, the Head of Diverse Learning (P-6) will:

- effectively liaise with the Director of Campus and other colleagues to oversee the construction and implementation of College activities and events across the College in order to maintain and lead an excellent standard of delivery
- be an effective and visionary steward of College resources and capacity
- ensure that processes are effective, human-centred, outcomes-driven and forward-thinking, with a clear understanding of and attention to excellence and commensurate performance measures and outcomes.

### **Our Global Engagement**

As a delegated leader, the Head of Diverse Learning (P-6) will:

- be an expansive and global thinker and learner
- consider and promote valuable learning and operational linkages across national and international domains
- engage with Jesuit education networks including “Educate Magis”.

### **Our Attitudes and Habits as Educators at Xavier**

In alignment with the Ignatian profile of an educator in a Jesuit school, Xavier College has identified complimentary attitudes and habits that are essential attributes for educators at Xavier. The College recognises the power and critical need for individuality and diverse gifts among its members, as well as the similar requirement for an alignment in attitude and habit that are necessary for effective teamwork and alignment.

As a significant leader at the College, these attitudes and habits should be:

- consistently demonstrated and modelled in all areas of endeavour
- used to positively inform the consistent practice and standards of all educators at the College.

An educator at Xavier College:

- clearly models the Xavier ASPIRE Graduate qualities through teaching and personal actions
- demonstrably values competence and skill in the art of teaching or area of service/work, performing at or beyond a 'highly accomplished' level (or equivalent) in the national teaching and leadership standards
- demonstrates active reflection in personal practice by engaging in and being responsive to professional feedback and conversations that are performance and growth oriented
- values all aspects of the role equally, seeking to meaningfully attend to tasks through competent commitment that attests to quality outcomes and performance
- conducts themselves with a clear intent to model and uphold Gospel values and Ignatius' understanding of generosity
- values solving problems more than identifying them, and the collaborative and creative generation of thoughtful ideas, thereby positively contributing to all areas of College life
- seeks alignment and collaboration in professional activities, through respectful and empathic conversation and the desire to act for and with others
- is honest, trustworthy and companionable, acting with integrity in supporting others and treating all with respect
- works to identify and develop the inner potential, capacity and self-worth of every student and colleague
- understands and fosters the strategic vision of the College, as well as the holistic view of education in a Jesuit school.
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### **Selection Criteria**

- Relevant qualifications specific to Learning Enhancement
- Relevant and demonstrable experience, skills and capacity in Diverse Learning
- A commitment to educating children in Catholic Faith and Identity in a Jesuit school
- Demonstrated ability to act with and foster collaboration and effective teamwork
- Exceptional organisational, administrative and operational skills
- Demonstrated positive approach to change and to strategic planning and implementation
- Demonstrated generous commitment to the holistic education of children
- Demonstrated knowledge of, adherence to and leadership for child safety, the Child Safe Standards and an exceptional culture of child safety
- Proven capacity to lead staff and a willingness to continually develop in this area
- Ability to work in a dynamic environment that requires self-direction, team-orientation and the ability to effectively handle pressure in a manner consistent with Ignatian values
- Theoretical and practical knowledge of current educational trends in teaching and learning
- Ability to develop, cultivate and maintain professional relationships with staff and in the wider school community
- An excellent classroom practitioner
- Accreditation to teach in a Catholic School is desirable
- Accreditation to teach Religious Education in a Catholic School is also desirable

## Compliance Requirements

- Victorian Institute of Teaching (VIT)
- Working With Children Check 'E' card
- Australian Childhood Foundation "Safeguarding Children" online module
- DET Mandatory Reporting and Other Obligations Training (annual update)
- Province Code of Conduct and acceptance of the Code (on appointment)
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management

## Other Duties

The nature of the position is such that the Head of Diverse Learning (P-6) may be required to be available outside normal school hours and be available to attend College events as might be relevant. The Head of Diverse Learning (P-6) may also be asked to undertake other leadership responsibilities as directed by the Director of Campus or the Principal.

## Terms and Conditions

**Reporting Line:** Reports Directly to the Director of Learning and Growth.  
All staff are responsible to the Principal and Rector

**Tenure:** As per contract

**Time Release:** As per contract

**Location:** Burke Hall Campus, Kew

All other terms and conditions as per the Xavier College Enterprise Agreement 2016.