



ACCOUNTABLE TO:	Vice Principal
LEARNING AREA:	Senior Leadership
EMPLOYMENT CONDITIONS:	Contract of Employment
LEVEL / STEP:	According to experience and qualifications
TENURE:	As per Contract of Employment

LA SALLE COLLEGE MISSION

In keeping with the tradition begun by St John Baptist de La Salle, La Salle College is committed to providing a quality education for the whole person within a Catholic community. The foundations upon which our College is built are:

- A strong sense of community
- A rich pastoral care system
- A nurturing spiritual environment
- A commitment to excellence

ROLE OUTLINE

The Director of Diverse Learning and Excellence is a member of the La Salle College Leadership Team and is responsible for leading the diversity portfolio in the College. They provide effective management over Learning Support, Aboriginal Education, Education Support and the Gifted and Talented Program to meet the diverse needs of students within the College and to promote personal excellence for students at all levels.

Within the role, the Director of Diverse Learning and Excellence oversees the implementation of enrichment programs in the College and works collaboratively with other leaders 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.

In being both proactive and responsive to changes in the College's operating environment, the Principal may, from time to time, require the performance of other duties.

KEY ACCOUNTABILITIES

1.0 CATHOLIC IDENTITY AND MISSION

- 1.1 Gives witness to the distinctive educational, moral and social purpose of the College within the evangelising Mission of the Church
- 1.2 Provide exemplary Christian and professional leadership for all members of the College community
- 1.3 Actively works to promote the charism of St John Baptist de La Salle and the mission and life of the Catholic Church within the College
- 1.4 Contributes to student development of intellect, moral knowledge, understanding and reasoning through a Catholic pedagogy
- 1.5 Provides exemplary Christian and professional leadership for all members of the La Salle College community
- 1.6 Model and build the capacity of staff and members of the community to articulate the mission of the Church and their confidence to name and discuss contemporary Church issues
- 1.7 Promotes and supports community outreach programs and social justice initiatives underpinned by Catholic Social Teaching
- 1.8 Proactively integrates the Catholic context into the Learning Support, Aboriginal Education, Education Support and the Gifted and Talented Program

2.0 TEACHING AND LEARNING

- 2.1 Promotes developments in curriculum, teaching and learning that drive excellence in line with the College's Vision for Learning
- 2.2 Builds the capacity of members of Learning Support, Education Support and Aboriginal Education
- 2.3 Provides advice and support to teachers to effectively include students with diverse needs in their classrooms
- 2.4 Works with the Vice Principal to ensure that staff are compliant with NCCD training requirements
- 2.5 Collates student learning data and present regularly to relevant teams to ensure data collection is translated to knowledge, practice and action to address student needs
- 2.6 Effectively identifies students in need of support and extension
- 2.7 Oversees the day-to-day management of teacher assistants in Learning Support and Aboriginal Education to ensure students are appropriately supported in the classroom
- 2.8 Coordinates academic testing of students with diverse learning needs as applicable
- 2.9 Develops, plans and manages the Gifted and Talented program at the College to ensure students of high academic achievement have opportunities appropriate to their capabilities
- 2.10 Chairs the Learning Diversity Committee and holds committee meetings at least once per term
- 2.11 Plans, reviews and implements courses catering for diverse learning needs of students
- 2.12 Oversees the Individual Education Plan (IEP) and EALD Learning Plan (ELP) process
- 2.13 Works with Deputy Principals to review and improve curriculum and teaching and learning across areas of responsibility
- 2.14 Ensures teachers are aware of and actively support the WA Professional Standards for Teaching
- 2.15 Encourages student participation in curriculum-related activities within and beyond the College
- 2.16 Creates a performance culture of continual improvement across the College characterised by learning gains for all students

- 2.17 Works with the Deputy Principals to support the promotion of and implementation of whole-school approaches across all learning areas

3.0 BUILDING THE CAPACITY OF SELF AND OTHERS

- 3.1 Keeps abreast of contemporary teaching and learning strategies related to EALD and students with learning difficulties and disabilities
- 3.2 Coordinates professional learning opportunities for staff
- 3.3 Uses a range of strategies that develops the capacity of self and others to meet the unique learning needs of the College and its community
- 3.4 Acts as a mentor and supports colleagues with positive management strategies
- 3.5 Supports the induction, mentoring, performance counselling and management of all teaching staff

4.0 LEADERSHIP WITHIN THE COLLEGE

- 4.1 Exercises effective, principled, and ethical leadership following the Catholic model of servant leadership
- 4.2 Oversees the timely submission for funding from the State and Federal Governments for students with special needs
- 4.3 Manages the allocation of staff and the maintenance of facilities associated with, Learning Support, Aboriginal Education and Education Support in conjunction with applicable Leaders of Learning and Coordinators
- 4.4 Assists in the enrolment process and transition of new students with diverse needs
- 4.5 Oversees the planning, organisation and running of excursions, work placements and co-curricular activities for students with diverse needs
- 4.6 Works with the Curriculum Administrator to oversee the report writing process for students with diverse needs
- 4.7 Keeps abreast of and adheres to legislative, mandatory, and system-level requirements relevant to the role
- 4.8 Maintains current and appropriate records of student achievement that are stored electronically and confidentially, as necessary
- 4.9 Exercises good stewardship of College resources
- 4.10 Serves as Chairperson of nominated Committees and Working Parties

5.0 INNOVATION AND STRATEGIC MANAGEMENT

- 5.1 Embeds a workplace culture characterised by innovation, effective team functioning and change management delivering sustainable improvements in students' learning outcomes, pedagogy and workplace satisfaction
- 5.2 Supports and promotes the use of technology to enhance learning opportunities for students
- 5.3 Deepens the capacity across all levels of the College leadership for strategic thinking, innovation and change management through professional learning opportunities
- 5.4 Seeks and identifies opportunities to collaborate across and beyond the education sector within Australia and internationally
- 5.5 Motivates and works with others in addressing problems that do not have easy answers, modelling the effective management of complexities, ambiguities and dilemmas

- 5.6 Develops a shared understanding of innovation and developmental change processes as they apply to teaching and learning
- 5.7 Contributes to the leadership and development of the College Strategic Plan and relevant aspects of the College's Improvement Plan and Annual Report
- 5.8 Promotes a whole school approach in utilising the AITSL Framework and National School Improvement Tool and ensuring academic balance
- 5.9 Demonstrates a personal commitment to continuous improvement using problem-solving, creative thinking and when assisting with the strategic planning process
- 5.10 Engages others effectively in generating new ideas and developing innovation and improvement

6.0 ENGAGING AND WORKING WITH THE COMMUNITY

- 6.1 Develops strategies to ensure equity for all students and families within the College Community
- 6.2 Builds strong working relationships with agencies and professional communities beyond the College including service agencies to support post-school options for students with diverse needs
- 6.3 Understands the broader community within which the College resides and is aware of the cultural, social and political characteristics that inform the needs of students, families and carers and the challenges they face
- 6.4 Establish and contribute to strong collaborative networks of support and partnerships available to progress the strategic interests of the College into the future, especially with local and global Lasallian education communities and ministries
- 6.5 Contributes to the development of a College environment that is welcoming, hospitable, life-giving and just
- 6.6 Actively participates in parent volunteer groups as designated by the College Principal

SELECTION CRITERIA

The individual appointed to the position of Director of Diverse Learning and Excellence must have:

- Be active members of the Catholic Church.
- Be free from any impediment to full acceptance by the Church.
- Be able to demonstrate a successful record of teaching and leadership experience.
- Demonstrate a high level of interpersonal and communication skills.
- Be able to demonstrate appropriate leadership competencies to successfully achieve the Key Areas of Accountability listed in the Role Description.
- Be committed and supportive of working in an innovative learning environment.
- Demonstrate the capacity to work as a member of a team.
- Be willing to be flexible within the unique context of a new school environment.
- Holds or progression towards Accreditation for Leadership or its equivalent.

DOCUMENT CONTROL

Version: 0.1 Reviewed: Aug 2022 Next Review: Aug 2023 Reviewed By: HR