



Head of Diverse Learning - Position Description

Mount St Benedict College is a Catholic, independent, girls' high school in the Good Samaritan tradition, offering holistic education based on Benedictine values of Pax, Hospitality and Stewardship.

Mount St Benedict College is committed to ensuring that every person involved in the College understands the important and specific role they play, both individually and part of the wider community, to ensure that the wellbeing and safety of all children and young people in their care.

POSITION TITLE:	Head of Diverse Learning
DEPARTMENT:	Teaching and Learning
LOCATION:	449D Pennant Hills Road, Pennant Hills NSW 2120
PURPOSE STATEMENT:	The Head of Diverse Learning provides strategic leadership of the College's approach to inclusion, learning diversity and student pathways. The role ensures all students are engaged, challenged and supported to thrive academically and personally, particularly those requiring additional support, EAL/D learners, Aboriginal and Torres Strait Islander students, and students in the Intensive Learning class. Working closely with the College Registrar, Heads of Department, teachers, families and external agencies, the Head of Diverse Learning leads the identification and support of students from enrolment through to post-school pathways. The role manages the Diverse Learning Teachers, Diverse Learning Assistants and the Gifted and Talented Teacher, and builds teacher capacity through coaching, intervention programs and data-informed, evidence-based strategies.
POSITION REPORTS TO:	Dean of Learning Science and Innovation
COORDINATES WITH:	• Leadership Team • Teaching and Learning Team • Wellbeing Team • Dean of Wellbeing • Deputy Dean of Learning Science • College Registrar • All Staff in the College
DIRECT REPORTS:	• Diverse Learning Teachers • Diverse Learning Assistants • Gifted and Talented Teacher
AWARD/AGREEMENT RELATIONSHIP:	Catholic Independent Schools (Teachers- Model A) Multi-Enterprise Agreement 2025
CLASSIFICATION:	Band 2, 3
STATUS:	Full time, 0.7 FTE release from teaching
OTHER ALLOWANCES	Leadership 2
SPECIAL CONDITIONS	

MAJOR ACCOUNTABILITIES:

Leadership & Vision

- Promote a culture of agency, empowering students with diverse needs to understand and articulate their strengths, challenges, and aspirations.
- Provide strategic leadership of the Diverse Learning Faculty, including Diverse Learning Teachers, Diverse Learning Assistants and the Gifted and Talented Teacher.
- Ensure Diverse Learning Assistants work in partnership with teachers to support all students in accessing and engaging with learning, fostering inclusive classroom practice and student independence.
- Promote and model inclusive practice through a Multi-Tiered System of Support (MTSS) underpinned by Universal Design for Learning (UDL).
- Responsible for overseeing any changes in class structure that impact learners.
- Lead the differentiation class for students requiring substantial adjustments at prior stage outcomes.
- Contribute to the development of College-wide policy and practice in diversity and inclusion, aligned with Catholic, Benedictine, and Good Samaritan values.
- Chair relevant committees.
- Allocate responsibilities, resources, and budget effectively to meet student needs and maximise staff expertise.
- Support staff growth through professional learning, coaching, and mentoring, ensuring alignment with College priorities and contemporary best practice.
- Conduct annual Goal Setting and regular performance review of team members in line with College policy, fostering a culture of growth, accountability, collaboration, and continuous improvement.

2. Data-Informed Pedagogy & Learning Science

- Lead the strategic use of student data from enrolment to graduation to identify learning needs, monitor growth, and evaluate outcomes, ensuring that data informs teaching and intervention practices.
- Work collaboratively with Heads of Department and teachers to interpret data and embed evidence-based strategies, integrating the College Cycle of Learning and learning science principles into classroom programs.
- Build teacher capacity as expert practitioners through coaching, professional learning, team teaching, and co-planning, with a focus on differentiation, intervention, and iterative goal setting.
- Promote a culture of data-informed pedagogy and continuous improvement, modelling best practice and supporting staff to design and evaluate effective learning experiences for all students.
- Oversee student class placements for students with diverse needs; ensuring decisions reflect a comprehensive understanding of learning needs alongside social and emotional wellbeing.

3. Student Support & Engagement for students with Diverse Needs

- Identify and assess student needs from enrolment through graduation, working with the College Registrar and staff to ensure early and accurate support.
- Lead the development, implementation, and monitoring of Individual Learning Plans (ILPs) and learning adjustments, ensuring inclusive access to curriculum, assessment, examinations, and cocurricular life in line with NESA and College policy.
- Work collaboratively with the Wellbeing Team and College Psychologists to provide coordinated support for students, ensuring their academic, social-emotional and behavioural needs are addressed in an integrated and holistic manner.
- Explicit responsibility for managing Disability Provisions for internal and external examinations and collaborating with staff to implement appropriate adjustments to assessments and tasks.

- Embed a whole-school Tier 1 framework through Universal Design for Learning (UDL), promoting inclusive classroom practice and equitable access for all students.
- Coordinate Tier 2 targeted interventions in literacy, numeracy, EAL/D, and executive functioning for students requiring additional support beyond the classroom program.
- Lead Tier 3 intensive support structures, including the Intensive Learning class, for students needing substantial adjustments and alternative pathways.
- Provide wellbeing and academic support for Indigenous students and those with complex needs, collaborating with relevant staff and external agencies as required.

4. Compliance & Administration

- Lead the College's NCCD processes, including identification, moderation, and reporting.
- Ensure compliance with Disability Standards for Education and other relevant legislation.
- Prepare and manage grant applications and funding for literacy, numeracy, EAL/D, and diverse learning programs.
- Maintain accurate student data and oversee the development of centralised digital individual learner profiles, ensuring information is accessible, up to date, and supports data-informed decision making across the College.

5. Professional Growth & Community Engagement

- Develop and deliver professional learning for teachers in inclusive education and learning science.
- Engage with external networks and research to ensure College practices reflect contemporary evidence in inclusive education, careers development, and pedagogy.
- Maintain transparent communication with families and external professionals, positioning them as partners in supporting student progress and future pathways.
- Actively involve students with diverse learning needs in goal setting and the review of Individual Plans and pathways, promoting advocacy, agency, and a strong sense of voice.
- Facilitate collaborative planning processes with students, families, staff, and external agencies to build shared responsibility or learning outcomes.

ESSENTIAL SKILLS / QUALIFICATIONS:

- NESA accredited teacher with a valid Working with Children Check
- Postgraduate qualifications in Inclusive Education, Diverse Learning, or a related field or working toward these
- Excellent IT skills including use of the Microsoft suite and a school database system
- Experience in school leadership
- Proven capacity to lead teams and manage staff as a key member of the College Middle Leaders
- Demonstrated expertise in Universal Design for Learning, EAL/D, and Indigenous student support.
- Experience in data-informed pedagogy, coaching teachers, and leading professional learning.
- Commitment to Catholic, Benedictine and Good Samaritan ethos and values

DESIRABLE SKILLS / QUALIFICATIONS:

- Excellent IT skills including use of Enroll HQ
- An understanding of the charism of Good Samaritan Education as articulated in the Good Samaritan Schools Teaching and Learning Framework and the Good Samaritan Schools Mission Framework
- Significant experience in leadership in one or more schools
- Current First Aid Certificate, including CPR.

Key Performance Indicators	Description
1. Supporting the College's Catholic Ethos <i>Demonstrate an integration of faith and behaviour in all areas of College life. Act with love, grace, humility and generosity to all students, staff and families of Mount St Benedict College</i>	• Actively support, and live out the College's Declaration of Faith, Strategic Plan and Mission Statement; • Reflect an integrated model of Catholic service to all aspects of College life; • Demonstrate an understanding of current organisational, WHS and management practices and demonstrated working knowledge of good business practices and financial control; • Promote in staff and students a strong commitment to serve others; • Attendance at meetings as required.
2. Service <i>Excellent communication skills, including the ability to liaise with all members of the community, both internal and external.</i>	• Providing the highest level of service to all members of the College Community – including students, parents and staff; • Positively promote the College both internally and externally at all times; • Provide patience, care, compassion and discernment, as needed; • Complete assigned work diligently and promptly and by the most efficient/effective means; • Cheerfully and proficiently greet visitors and facilitate resolution of any complaint; • Attend College functions, sometimes out of school hours
3. Skills, Knowledge & Application <i>Demonstrated knowledge and application of the skills required for this position. This includes knowledge and understanding of appropriate content and skills, legislation, policies and procedures.</i>	• Be intimately involved in policy development and aware of academic and other educational initiatives; • Demonstrate high level of oral and written communication skills, with an attention to detail and high-level organisational ability; • Prioritise duties, meet deadlines and achieve goals within a complex and multi-focused environment; • Develop and maintain professional relationships within the College community; • Demonstrate the ability to meet deadlines; • Demonstrate the skills required to ensure effective communication with parents, students, staff and other community members; • Demonstrate excellent leadership and teamwork skills in interactions with other members of the College.

4. Professional Conduct <i>Demonstrated adherence to the professional responsibilities of working in an Independent Catholic College and understanding of the need for adherence to the College policies and procedures and the Staff Code of Conduct.</i>	• Fulfil all requirements of the Mount St Benedict Code of Conduct; • Undertake all duties with loyalty, enthusiasm, diligence and the highest standards of professionalism; • Pursue and encourage excellence in all areas of College life; • Positively promote the College both internally and externally at all times; • Adhere to College policies; including: Student Welfare, Child Protection, WHS, Staff code of Conduct, Acceptable use of IT, Copyright Regulations and other College policies; • Exercising leadership that enables the achievement of strategic priorities; • Maintain confidentiality and discretion regarding all College related issues; • Exercise initiative and judgment in complex, confidential situations; • Ability to manage policy implementation, for example, as pertaining to the handling of personal information; • Follow instructions and comply with requests from the Principal and College Board; • Model observable professional behaviour and professional courtesy; • Commitment to Child Safety, provide students with a child-safe environment; • Be familiar with and comply with the College child safe policy and code of conduct, and any other policies or procedures relating to child safety.
5. Personal & Professional development <i>Demonstrated experience in and understanding of the need for continuing both personal and professional development.</i>	• Work collaboratively with, and provide expert advice to the Principal; • Maintain memberships, networking and involvement in professional associations; • Build and maintain industry relationships; • Attend all compulsory professional development provided by the College and as required by the College with outside agencies; • Show commitment to continuous organisational improvement; • Demonstrate commitment to ongoing professional growth & learning and engage in own professional learning; • Lead the College process of annual goal setting for the team.
6. Teamwork & Communication <i>Demonstrated ability to contribute to a diverse team, or participate as an active member of a team, consistent with the philosophy and policies of the College.</i>	• Demonstrate reliability and effective communication; • Provide clear and timely communication with students, parents, staff and the College Board; • Model a willingness to work positively and collaboratively within a team; • Demonstrate highly effective communication and conflict resolution skills • Establish and maintain effective communication networks; • Exhibit flexibility within the role to improve productivity, seeking and responding positively to feedback from peers, the Principal and the College Board; • Demonstrate the ability to work as part of a team as well as the ability to work independently; • Treat others in a respectful and supportive manner at all times.
7. Administration & Compliance <i>Through the use of organisational processes, ensure that all administration and documentation requirements are initiated and</i>	• . Maintain safe working practices at all times; • Comply with WH&S requirements (specifically Section 36 of the Workplace Health & Safety Act) to ensure a safe working environment; • Complete required College documentation with established timeframes; e.g. applications for leave, expense reimbursements, incident forms etc. • Demonstrate knowledge of risk management; ability to apply due diligence with regard to the reporting of hazards and incidents;

<i>completed in a professional and timely manner.</i>	• Contribute to the design, implementation and review of policies and programs in collaboration with the College Leadership Team.
8. Community Engagement <i>Demonstrated commitment to the Mount St Benedict College Community as an integral part of all employment responsibilities and to willingness to enhance our culture and cocurricular programs.</i>	• Where appropriate opportunities present, become involved in the life of the College in order to promote community and contribute to the objectives of the College, including attendance at staff meetings, leading prayer, working with students, becoming involved in College events; • Engage professionally with colleagues, parents/carers and the community; • Encourage and promote engagement with the wider community; • Ensure positive relationships with outside agencies are maintained by providing timely and efficient communication when required.
9. Pastoral Care <i>Demonstrated commitment to the Pastoral Care of all students at Mount St Benedict College and an understanding of the need for adherence to all College policies and procedures in relation to the Pastoral Care of all students.</i>	• Maintain confidentiality in all issues in relation to the College; • Demonstrate concern and care for colleague's and engage positively and respectfully with them; • Support and maintain discipline and pastoral structures and expectations within the College; • Administer First Aid on occasion, as required; • Provide active and vigilant supervision of students as required.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at his discretion in order to most effectively serve the needs of the College.

I have read, understand and agree to undertake the responsibilities and requirements as detailed in this position description.

Name: _____

Signature: _____

Date: _____