



## DUTY STATEMENT

### Head of Learning Diversity

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**Date:** January 2022  
**Time:** Full-time  
**Status:** Contract position (six years, divided into two terms of three years).  
**Department:** Diversity K-12

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#### POSITION CONTEXT:

Mercy College is a Catholic, coeducational school with over 1600 students from Kindergarten to Year 12. Mercy College was established by the Sisters of Mercy in 1972 and is located on a spacious 10-hectare site. The College provides modern facilities, generous playing fields and open, well-kept grounds. This adds to the College's mission of providing an environment that is safe, nurturing and caring for our culturally diverse student population.

The education, growth and pastoral care of students is the responsibility of all staff at the College. The Head of Learning Diversity plays a vital role in ensuring that all students with additional learning needs, have every opportunity to experience an education that aligns with the vision statement of the College. The Head of Learning Diversity works with the Senior Leadership Team to lead the Diversity Team ensure students with special needs and those requiring support experience learning growth and a positive experience of school.

The position of Head of Learning Diversity has significant standing within the College community and forms an integral part of the Middle Leadership Team at Mercy College. The successful applicant will be a dynamic practitioner and will be familiar with those teaching strategies that assist students to reach their full potential across the College. The Head of Learning Diversity will work collaboratively with other staff to foster a stimulating learning environment and to facilitate student learning.

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## **LINE MANAGEMENT:**

Working under the direction of the Principal (via the Vice Principal and Head of Primary).

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## **DUTIES AND RESPONSIBILITIES:**

### **Catholic Identity**

The Head of Learning Diversity undertakes, under the direction of the Principal and in accordance with the guidelines of the CECWA, to contribute actively towards the maintenance and development of the Catholic identity and ethos of Mercy College to:

- Support and provide modelling of the College's Mission and Vision;
- Provide pastoral care to students inspired by Gospel values;
- Bear witness to the Catholic faith in an overt and knowledgeable manner;
- Provide appropriate pastoral and faith experiences;
- Seek faith and liturgical opportunities to deepen their personal relationship with God.

### **Education**

- inspire a passion for learning within a culture of high expectations;
- foster a nurturing and stimulating educational environment which is learner-centred, academically challenging and inclusive;
- support the College focus on contemporary pedagogies, aligned with the College vision for learning;
- work closely with the designated members of the College Leadership Team, encourage and mentor staff in implementing innovative, engaging and rigorous pedagogical practices;
- foster quality learning environments which engage students in learning;
- Adopt strategies to develop the leadership capacity of self and others to meet the unique learning needs of the College and its community;
- engage with parents as partners in learning;
- keep abreast of developments in educational theory and practice;
- develop plans to meet registration standards and compliance;
- Induct and supervise teachers in the Learning Area;
- To introduce and challenge teachers with innovative, effective and evidence based teaching pedagogy;
- Ensure the learning pathway for students with diverse learning needs is at a standard commensurate to the students' ability and meets the standards as required by the School Curriculum and Standards Authority (SCSA) requirements;
- Carry out the duties of a classroom teacher in an exemplary manner, within your teaching load.

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## **Community**

- foster high quality relationships with students and ensure that each student is treated as a whole person with individual needs;
- foster a sense of community and strong relationships across students and staff K – 12;
- contribute to the development of a college environment that is welcoming, hospitable, life-giving and just;
- develop and implement policies and procedures to foster positive, safe and well-managed environments that convey a sense of purpose and foster student engagement;
- demonstrate effective communication within and beyond the College community, including keeping staff informed about relevant decisions and issues;
- work closely with the Deputy Principals and the Head of Primary in overseeing student management;
- Promote active involvement of parents and the community in the learning process;
- Demonstrate effective decision-making as appropriate to the situation and circumstance;
- preserve confidentiality in matters relating to the dignity and good name of the others: students, colleagues, parents, families, the College community;
- work closely with the designated members of the College Leadership Team in overseeing the day to day management of the College in terms of daily organisation;
- build alliances and networks with professional communities beyond the College community;
- Receive and respond to short formal and informal reports from teachers working in the Learning Area as required.

## **Stewardship**

- Ensure the learning pathway for diverse students is at a standard commensurate to the students' ability and meets the School Curriculum and Standards Authority (SCSA) requirements;
- To coordinate the work of the Learning Area through well-planned and regular meetings;
- To prepare/expend the Learning Area budget/s as approved by the College. This is to be done by maintaining proper accounting records and accountability procedures;
- To maintain an up-to-date inventory of teaching aids, reference materials and equipment;
- Report informally and formally to the Vice Principal, as required;
- Carry out extra duties as required - for example grounds duty, internal relief, parent information evenings, College functions, staff meetings, etc.
- Any other duties as nominated by the Principal from time to time.

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## **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Lead the Learning Diversity Team, K-12;
- Lead the Nationally Consistent Collection of Data for the College, including professional learning for staff, record keeping and evidence collection;
- Lead a whole school approach to IEPs, including professional learning for staff, record keeping and parent collaboration;
- Lead the development of culturally responsive pedagogies to meet the needs of Culturally and Linguistically Diverse (CALD) students;
- In collaboration with the Aboriginal Teaching Assistant, develop a whole school approach to support the *Transforming Lives* strategy;
- In collaboration with the Head of English Learning Area (secondary) and the Primary Leadership Team, develop a schoolwide approach to meet the needs of EALD students including reporting, funding and professional learning for staff;
- Prepare applications for funding (SWD), K-12;
- Inform the development of relevant school policies, support structures, and initiatives to facilitate the inclusion of students with disability.

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## **KNOWLEDGE, SKILLS AND EXPERIENCE:**

- Demonstrates active Christian witness to Catholic beliefs.
- Have completed or have made progress towards completing Accreditation to Teach in a Catholic School.
- Have a minimum of five years relevant educational experience.
- Must hold a current registration with the Teacher Registration Board of Western Australia (TRBWA).
- Must hold a current 'Working with Children' card.
- Treat all information of the College in a confidential manner.
- Develop relationships with all staff, students and family members in such a manner as to support the Catholic Education Office / Mercy College Code of Conduct.
- Commitment to Child Safety and Protection consistent with the CEWA Child Safe Framework.

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## **SALARY, TERMS AND CONDITIONS:**

- The successful applicant will be employed under The Roman Catholic Archbishop of Perth Teaching Staff Enterprise Bargaining Agreement 2015 (EBA).
- Teaching load 5-10 periods
- Salary level: Step 1 – Step 10
- Promotional allowance: Category 1, Level 1