



## POSITION DESCRIPTION

**Title:** Diverse Learning Teacher

**Department:** College Staff

**Location:** Senior Campus

### Our Intent

Xavier College aspires 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 Diverse Learning Teacher 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 Senior Campus and works in partnership with the Diverse Learning team, Head of Teaching and Learning (Senior Campus) and other members of the Leadership team.

The Diverse Learning Teacher reports to the Head of Diverse Learning or their delegate and holds a key responsibility for the development, delivery, reflection and review of learning strategies that will promote learning and teaching to meet the unique needs of each learner, with a particular focus on vulnerable learners.

The role requires a collaborative and engaging mindset, with empathetic and effective actions and communication supported by dedication to quality processes, conversations and documentation. Quality in personal engagement and the formation of positive professional relationships with students, colleagues and parents is essential.

The Diverse Learning Teacher will work constructively with colleagues as part of the Diverse Learning team and more broadly with educators across the College to ensure an aspirational, positive and relational culture is maintained.

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 Diverse Learning Teacher provides an important intersection on the Senior Campus between all aspects of learning and the holistic educational programs of the College for students in Diverse Learning programs with an attentiveness to pastoral care and wellbeing. The role supports positive interactions and collaboration between fellow educators across all Campuses.

### **Core Duties and Responsibilities**

The Diverse Learning Teacher will:

- identify, assess, support, monitor and evaluate students' specific learning needs, in collaboration with other educators in the College community involved with students, to recognise and value diversity in our student population
- be fully aware of the interdependent relationship that exists between teaching and learning and pastoral care and the centrality of *cura personalis* in an Ignatian context
- assist in the identification, development and facilitation of all support, enrichment and extension programs to meet the learning needs of students
- implement modifications and adjustments to curriculum or approaches to learning and teaching, taking into account the educational needs of individual students
- provide direct, explicit and intensive teaching for students with specific needs, identified through assessment procedures
- work under the direction of the Head of Diverse Learning or their delegate with individual students, small groups, conducting a class or supporting other educators within the classroom
- evaluate and reflect upon student progress by collecting data, through both assessments and observations
- consider intervention options and resources available to support students and make adjustments accordingly
- provide professional support for other educators in creating an authentically inclusive curriculum
- formulate Individual Learning Plans and participate in and chair regular Parent Support group meetings as requested
- provide advocacy for students with specific learning needs
- participate in professional networks pertaining to Special Education and Gifted and Talented Education as applicable
- maintain comprehensive and exceptional record keeping in accordance with best practices in the area
- comply with quality assurance policies and procedures, and other relevant legislative policy requirements applicable to the College

## **Leadership through Our Pillars**

Our Intent is developed through seven Pillars: Our Jesuit Identity, Our Inspiring Learning, Our Student Life, Our Xavier Family, Our Professional Expertise, Our Operational Excellence, and Our Global Engagement. Each have core Values and Priorities that direct and drive our ongoing actions. It is essential that these actions demonstrate alignment across the College, and that individual actions similarly align with values and priorities and identified actions across each of the Pillars.

### **Our Jesuit Identity**

As an educator in our community, the Diverse Learning Teacher 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 an educator in our community, the Diverse Learning Teacher 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 College curriculum and pedagogical leaders 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 learning support structures.

### **Our Student Life**

As an educator in our community, the Diverse Learning Teacher will:

- model their conduct 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 an educator in our community, the Diverse Learning Teacher will:

- be sensitive and responsive to parent needs through the evaluation of their views and the implementation of effective communications strategies, especially in consideration of the needs of vulnerable learners
- be responsible for contributing positively to a passionate educational community that aspires to achieve excellence through continual improvement in all aspects of school life
- assist the Head of Diverse Learning or their delegate in offering effective planning, communication and delivery of significant College events and activities.

### **Our Professional Expertise**

As an educator in our community, the Diverse Learning Teacher will:

- model effective Ignatian leadership and the Xavier Leadership Traits, with colleagues and in all engagements with all members of the Xavier Family
- demonstrate an active interest in their own professional growth and performance, engaging positively in feedback opportunities, staff appraisals/reviews, as required and in conjunction with the professional growth model of the College
- support College leaders to ensure that there are effective and proactive levels of support for staff, thereby contributing to an excellent staff culture.

### **Our Operational Excellence**

As an educator in our community, the Diverse Learning Teacher will:

- effectively liaise with the Head of Diverse Learning or their delegate and other colleagues to support and implement College activities and events in order to maintain an excellent standard of delivery
- ensure that events and activities undertaken by students and staff are planned and conducted with an understanding of the needs of individual and vulnerable learners so that they can engage in a range of experiences in safe and supportive learning environments.

### **Our Global Engagement**

As an educator in our community, the Diverse Learning Teacher will:

- consider, explore and share valuable insights, research, learning and operational linkages across national and international domains
- effectively support the Head of Diverse Learning and other staff charged with engaging in national and international domains, with particular attention to process, operations, risk and documentation.

## **Our Xavier Leadership Traits**

As an educator of the College, the Diverse Learning Teacher 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 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 an educator 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

### **Selection Criteria**

- A commitment to educating children in Catholic Faith and Identity in a Jesuit school
- Appropriate qualifications in Special Education (essential)
- Relevant (current) practical experience in teaching with a focus on Special Education
- Demonstrated ability to act with and foster collaboration and effective teamwork
- Exceptional organisational, record keeping, data collection, administrative and operational skills
- Understanding of the requirements of the NCCD process and data collection
- Current experience in the use of data to inform modifications to programs and develop flexible learning solutions
- Willingness to undertake tasks as directed by the Head of Diverse Learning or their delegate
- 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 collaborate effectively with colleagues, students and families, especially in challenging situations with vulnerable learners
- Demonstrated commitment to maintaining a deep understanding of developments in Special Education and a willingness to continually develop in this area
- Well-developed interpersonal skills coupled with empathy and awareness of the need for respectful, sensitive, yet clear communication, for the benefit of students, staff and parents, especially in periods of transition or adjustment
- 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

### **Compliance Requirements**

- Victorian Institute of Teaching (VIT) Profession Code of Conduct
- 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)
- Disability Standards for Education (DSE) online modules
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management
- Accreditation to Teach in a Catholic School is desirable

### **Other Duties**

The nature of the position is such that the Diverse Learning Teacher will be required to be available outside normal school hours to attend work related meetings including meetings with parents, relevant professional network meetings and learning and be available to attend College events as might be relevant. The Diverse Learning Teacher may also be asked to undertake other responsibilities as directed by the Head of Diverse Learning, Director of Campus or the Principal.

### **Terms and Conditions**

<b>Reporting Line:</b>	The position reports to the Head of Diverse Learning or their delegate. Ultimately, all staff are responsible to the Director of Campus, the Principal and Rector.
<b>Tenure:</b>	As per employment contract
<b>FTE:</b>	As per employment contract
<b>Location:</b>	Senior Campus 135 Barkers Road, Kew.

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