



Diverse Learning Teacher

Position overview

The Diverse Learning Teacher is responsible for planning, implementing and monitoring adjustments for students with disability and/or additional learning needs, while supporting teachers to deliver universal and differentiated practice across the College. The role balances direct student support, staff capacity building, and effective case coordination.

The Diverse Learning Teacher supports students with additional learning and/or wellbeing needs through case management, planning and collaborative practice. The role focuses on ensuring students can access the curriculum, participate meaningfully in learning, and experience a supported and inclusive journey at Brigidine College.

The responsibilities in this Role Description are in addition to the requirements set out in the College's policies and may be amended from time to time by the Principal or the College.

Reports to: Head of Diverse Learning

Key Responsibilities

Catholic Identity and Mission

- Promote and model the Catholic ethos and spiritual life of the College.
- Participate in and support College faith and social justice initiatives, liturgical celebrations, and community engagement.
- Ensure that all actions reflect the College motto Fortiter et Suaviter (Strength and Gentleness) – balancing high expectations with compassion and respect.

Case Management and Student Advocacy

- Led the development, implementation and review of Individual Learning Plans (ILP) through student and parent/carer collaboration and planning meetings, in partnership with the student's Year Coordinator.
- Liaise with parents/carers, teachers, and external practitioners to plan and support student outcomes.
- Monitor student progress and updating strategies within the student's ILP and Sentral.
- Maintain accurate case notes of student support and communicating professionally with all stakeholders.
- Participate in case conferences and meetings to ensure a personalised and coordinated approach.
- Advocate for diverse learning students within your care by ensuring their needs, strengths and support strategies are clearly understood and upheld by Teacher Aides.
- Collaborate with Teacher Aides as part of case management processes, providing personalised strategies and guidance to support consistent and effective implementation of student supports.
- Collaborate with the Enrolments Manager, Head of Diverse Learning to support student transitions into and out of the College.

- Gather and use enrolment and transition data to inform student ILP and recommended adjustments for classroom teachers.

Support for Teaching and Learning

- Engage in co-teaching with classroom teachers where appropriate and possible.
- Support classroom teachers and departments with differentiation and reasonable adjustments.
- Assist teachers in collaborative curriculum planning for students with diverse learning needs.
- Share effective practice within the Diverse Learning team to strengthen collective expertise and support the work of Diverse Learning Teachers and Teacher Aides.
- Collaborate with Diverse Learning colleagues to develop and implement small group tuition programs.
- Collaborative with faculty colleagues to organise and supervise exam provisions for diverse learning students.
- Collaborative with colleagues to coordinate NAPLAN and Minimum Standards examinations, ensuring students are well prepared and receive appropriate, consistent support aligned with their approved provisions.
- Collaborative with colleagues in the Wellbeing Team to ensure students with mental health needs are identified and supported by the Diverse Learning Team.

Documentation and Compliance

- Ensure accurate documentation of adjustments on Sentral, including the updating and archiving of student ILP.
- Ensure accurate recording of meetings with students, parent/carers, and external parties.
- Ensure alignment and consistency across the student's Individual Learning Plan, Canvas page, and Sentral flags so that all documented strategies and provisions are accurately reflected across each College platform.
- Collaborate with the Head of Diverse Learning throughout the school year to ensure student supports are planned, implemented and documented in accordance with the National Consistent Collection of Data (NCCD).
- Participate in whole-school and faculty NCCD moderation processes to ensure consistency.
- Actively supporting staff understanding of NCCD reporting requirements, benchmarking, and moderation.

Other Duties

- Any other duties as directed by the Principal or their delegate

Child Safeguarding

The School is committed to the safety, welfare and wellbeing of all children and young people. All staff are required to:

- Understand and comply with the School's Child Safeguarding Policy and Code of Conduct.
- Hold a current NSW Working with Children Check (WWCC) clearance.
- Complete mandatory Child Protection training and Mandatory Reporting training annually.

- Demonstrate appropriate professional boundaries and behaviours in all interactions with students.
- Report any concerns about child safety immediately to the designated Child Protection Officer.

The successful applicant will be subject to employment screening through the Office of the Children's Guardian.

Selection Criteria

Essential Criteria

- Recognised teaching qualification and current NESAs teacher accreditation.
- Qualifications in special education, inclusive education or a related field.
- Demonstrated understanding of a range of disabilities and additional learning needs.
- Experience in applying evidence-based strategies to support student access and participation in the curriculum.
- Proven ability to develop, implement and review high-quality Individual Learning Plans in collaboration with students, families and multidisciplinary teams.
- Experience maintaining accurate, professional documentation and communicating effectively with a range of stakeholders.
- Demonstrated experience working collaboratively with classroom teachers to design and implement differentiated instruction, reasonable adjustments and co-teaching arrangements.
- Ability to build staff capacity and share expertise across the school community to support inclusive practice.
- Sound understanding of the NCCD including evidence requirements, quality of adjustment levels, and moderation processes; and the ability to support staff in meeting these obligations.
- Highly developed written and verbal communication skills, with the ability to build positive, professional relationships with students, families, staff and external practitioners.
- Demonstrated ability to advocate effectively for students with diverse learning needs.

Desirable Criteria

- Experience with Sentral or similar student management platforms.
- Familiarity with Canvas LMS or equivalent learning management systems.
- Experience coordinating exam provisions in line with NESAs requirements.
- Experience supporting the successful transition of students with diverse learning needs from Year 6 to Year 7.

I, [insert full name] have read and agree to the requirements of this position description.

Signature of Employee

Date

Reviewed June 2026