

# Marian College

## Learning Diversity Coordinator



### Position Description

POL	POL 2 + 12 lessons time release per fortnight
Position reports to	Principal, Head of Learning and Teaching

### Position Overview

The role of the Learning Diversity Coordinator is to support the College community in developing inclusive curriculum for identified students. This includes supporting staff in understanding the diverse learning needs and support requirements of identified students as determined by the NCCD Guidelines in conjunction with the Disability Discrimination Act (1992) and the Disability Standards for Education (2005).

The Learning Diversity Coordinator will collaborate with teachers and Learning Support Officers to design, implement and evaluate learning programs that will meet the needs of students with an identified, differentiated learning need.

### Catholic Identity and Mission

- Promote the ethos, mission and strategic goals of Marian College and Kildare Ministries
- Support the College's values, policies and procedures through visible and relational leadership
- Promote inclusive education and student-centred advocacy. Rooted in the values of justice, compassion and hospitality, the role ensures every learner is seen, supported and celebrated, and that differentiation is embraced as a sacred expression of human dignity.

### Leadership and Vision

- Provide a strategic and visionary approach to Learning Diversity across the College, informed by evidence-based practice and Gospel values
- Guide school wide approaches to differentiation, personalisation and universal design for learning
- Oversee the Nationally Consistent Collection of Data (NCCD), coordinating the team and submissions in collaboration with the Head of Learning and Teaching, Head of Student Pastoral Care and teaching staff
- Liaise with external agencies and networks to enhance student access and community connection
- Lead the implementation, evaluation and refinement of programs supporting students with individual learning needs
- Model empathy, perseverance, patience and professionalism in all relationships
- Actively support decisions made by the College Leadership Team.

### Pastoral Care

- Collaborate with all staff to ensure a safe, supportive environment for all learners
- Promote restorative approaches in resolving interpersonal conflict (staff-student, student-student)
- Liaise with Transition Coordinator, House Leaders and Curriculum Leaders when required regarding student needs and transitions
- Design and monitor Individual Learning Plans (ILPs), curriculum adjustments and transition strategies in consultation with students, families and support teams
- Promote compassion and restorative practices when working with diverse student cohorts, including those with trauma-informed or additional support needs.

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## Academic Progress and Student support

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- Advocate for differentiated curriculum design that enables growth, engagement and equity.
- Support staff to access, interpret and respond to individual learning profiles and diagnostics
- Mentor teachers in implementing inclusive pedagogy and strategies for neurodiverse learners
- Support teachers of the Curriculum Area as they plan, develop, document and deliver lessons that ensure the individual student's differentiated learning needs are addressed in the classroom
- Convene and lead student focused meetings as required such as Program Support Group (PSG) and attend WATL and Student Support Group meetings as required
- Coordinate programs and strategies that address the needs of individual students
- Assist with the subject selection process for students with diverse learning needs.

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## Staff Leadership and Development

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- Facilitate professional learning aligned with inclusive education, trauma-informed practice and curriculum differentiation to enhance teacher capacity
- Build staff capacity to navigate documentation, compliance and planning related to Learning Diversity
- Model relational leadership grounded in empathy, clarity and collaboration
- Facilitate change in the area of learning diversity to improve student outcomes, using evidence-based research in learning diversity.

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## Communication and Engagement

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- Build strong relationships with families, including through regular updates, ILP reviews and parent information sessions
- Communicate clearly and respectfully with staff around student needs, strategies and adjustments
- Partner with House Leaders and wellbeing and counselling staff to ensure wraparound support for students
- Contribute to a culture of inclusive storytelling through newsletters, assemblies and community events that celebrate student strengths and achievements.

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## Specific tasks

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- Identify students with differentiated learning needs and provide appropriate support
- Identify any barriers within the environment and implement appropriate mitigation actions or adapt goals according to a student's ability
- Plan for the provision of direct and timely support to students who need additional support
- Coordinate the Learning Support Officers timetable to ensure support for students with differentiated needs
- Coordinate LSO participation in excursions and camps/retreats to assist students, as required
- Complete annual NCCD tasks to secure funding for students requiring learning differentiations.

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## Commitment to Child Safety

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Consistent with our mission as a Catholic school in the Brigidine traditions, Marian College is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students. The Learning Diversity Coordinator must:

- Adhere to Child Safety legislation and College requirements
- Provide students with a child-safe environment in which the inherent dignity of children and young people is respected and nurtured
- Be familiar with and comply with the Marian College and KEM Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Maintain confidentiality, discretion and professional boundaries in all matters
- Maintain accurate and timely student records through Marian College reporting processes, SIMON Behavioural Tracking and Student Notes.

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## Health and Safety

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All Marian College staff are expected to:

- Adhere to, and implement, safe work practices and procedures in accordance with Marian College and KEM policies
- Work safely and report any hazards in accordance with college procedures
- Monitor and take full care of the health and safety of others
- Participate when required in the resolution of safety issues.

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## Other Duties

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It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.