

Inclusion officer Position Description

PORTFOLIO:	Learning Services
TEAM:	Inclusion
REPORTS TO:	Lead, Inclusion
LOCATION:	South (Clarence or Hastings)
WORKING WITH CHILDREN:	Clearance Required, Child Related Role

Catholic Education in the Diocese of Lismore

Catholic schools have been part of the Diocese of Lismore since the nineteenth century and play a significant role in the life of parishes, being part of the evangelising Mission of the Church. Under the pastoral leadership of the Bishop of Lismore, Catholic schools provide faith-filled, inclusive and caring environments that allow young people to grow in their faith, better understand the Mission of Jesus Christ and experience 'fullness of life' (John 10:10) in learning and living well.

The Diocese of Lismore stretches along the coastal strip of New South Wales from Tweed Heads in the north to Laurieton in the south and west to Dorrigo on the Great Dividing Range. Catholic schools in the Diocese of Lismore are governed by the Diocese of Lismore Catholic Schools Limited (DLCSL). *Educational Ministry in the Diocese of Lismore: Co-responsibility in the Service of the Mission* outlines the ministry, principles and ecclesial dimensions of Catholic education under the DLCSL.

The Diocese of Lismore Catholic Schools

The Diocese of Lismore Catholic Schools (DLCS) provides a range of services to support approximately 2,500 staff in 45 vibrant and dynamic Catholic school communities that serve more than 18,000 students. The DLCS assists schools to build teaching and leadership capabilities in communities of professional educators who share responsibility for school improvement and for achieving the best outcomes for our students.

Learning Services

Learning Services provides a suite of services for the development and implementation of curriculum and pedagogy. Schools are supported to strengthen learning outcomes, enhance student engagement and wellbeing, and foster post-school pathways. The portfolio consists of the following key areas, supported by a small administrative team:

- Learning and Teaching
- Professional Practice & Leadership
- Vocational Education
- Inclusion.

The Learning and Teaching domain supports school improvement through a common vision, shared language and collective approach to quality learning and teaching.

Learning Services partners with school leadership teams to provide advice and guidance to ensure schools are aware of and supported in enacting the full range of educational responsibilities. Building educational leadership capability is key in supporting success in schools' learning outcomes for students.

Through leadership and accompaniment, Learning Services fosters a culture of learning in inclusive environments that promotes excellence and the adoption of best practice evidence based models and data informed decision making.

Position Purpose

The Inclusion Officer is to provide support and leadership across all aspects of inclusive practice in the K-12 environment leading directly to improved teacher pedagogy and student outcomes.

As Inclusion Office this role supports the underlying Mission of Catholic Education in the Diocese of Lismore by delivering services that contribute to enabling students to achieve the fullness of life.

Organisational Relationships

Reporting lines:

The Inclusion Officer reports to and takes direction from the Lead, Inclusion.

Interactions:

Effective relationships with:

- Senior staff across portfolios, especially those that support schools, are essential.
- Learning Services team members and Regional Services Leaders to progress the work on behalf of DLCSL.
- With school leaders and teachers:
 - Partner with school leadership teams to identify strengths and areas requiring support; respond with effective professional learning in curriculum support, differentiation and adjustments.
 - Build capacity, collaborate, consult and provide feedback that progresses learning in the school.
 - Model the belief that all students can learn and that each teacher can have a positive impact on each student's learning.
 - Provide expertise and accompany school communities in the development of student learning plans that contribute to positive learning environments, improved learning outcomes and well-being.

Service Delivery Area

- This role is a regional service delivery role.

Key Responsibilities

The key responsibilities of this position include, but are not limited to:

1. Contributes to and promotes the mission and strategic goals for Catholic Education in the Diocese of Lismore by:

- Promoting an understanding of Catholic Social teaching as it relates to Inclusion.
- Discerning and aligning information and national trends in Disability with Catholic Doctrine.
- Collaborating with key stakeholders in developing teachers' knowledge and teaching-learning methods for engaging and effective student learning
- Engaging in strategic planning processes as a member of the wider DLCS teams
- Progressing the strategic priorities within the school and system annual plan as appropriate to the position
- Working collaboratively with the Regional Service Leaders
- Participating in planning, staff days and celebrations as required
- Reflecting the vision and mission of CSO in the work of the position
- Participating in individual Performance Management, including Cycles of Improvement and appraisal processes

2. Support the implementation of NESA syllabus K-12 and Commonwealth legislative requirements that relate to students by:

- Support school leaders and teachers fulfill their obligations under the Disability Discrimination Act and Disability Standards for Education.
- Working closely with key-system staff and the Lead, Inclusion in developing work plans and school contacts related to school improvement needs.
- Supporting the schools' capacity to develop and implement individual student plans.
- Planning, implementing and evaluating programs and projects that relate to inclusive education.
- Developing innovative programs built on best practice for students with Disability, learning difficulties, EAL/D and High Potential Learners
- Implementing on-going quality assurance processes that support schools to work within an evidence-based and legislative framework.
- Effectively liaising and networking with other relevant professionals and organisations across sectors.
- Establishing and working with community partners (DECS, Health, aboriginal communities) in order to provide sound and well-informed advice on educational issues.
- Coordinating the collation and analysis of appropriate Diocesan wide data to inform strategic directions and professional learning.

3. Promote best practice curriculum and pedagogy delivery by:

- Assisting school teams in professional learning, planning to meet identified learning needs of teachers to improve pedagogy and student outcomes for all students.
- Supporting teaching teams to plan for inclusion of all students in their class.
- Developing best practice approaches to curriculum, pedagogy and learning technologies leading to enhanced student learning

Selection Criteria

Work Requirements

- Hold a valid clearance to work with Children (Working with Children Check)
- A current/valid Australian Driver's Licence and eligibility to work within Australia for the period of the appointment
- Current NESA Teacher Accreditation (Proficient Teacher or higher)
- Requirement to travel between locations.

Qualifications

- Qualifications relevant to the position.

Work Experience

- Current leadership experience as a Leader of inclusion/Diversity, or five (5) years experience working with diverse student learning needs as a classroom practitioner.

Key Capabilities

- Working knowledge of the Disability Discrimination Act, Disability Standards for Education and the Privacy Act as they apply to education
- Understanding of the contemporary issues involved in the philosophy and implementation of inclusive practices
- Deep knowledge and experience in syllabus documents and curriculum requirements
- Demonstrated experience in leading key initiatives such as whole-school improvement strategies in Inclusion or other initiatives
- Ability to work as a member of a team together with a highly developed interpersonal and relational capacity
- Superior organisational skills.

Plus the following generic selection criteria:

- Demonstrated ability to support school communities to be formed in the Mission of Jesus Christ.
- Knowledge of WHS and equity principles in the workplace.
- Respect and uphold the ethos and teachings of the Catholic Church and the values of the Employer.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee. Duties, responsibilities and activities may change or new ones may be assigned in line with the changing needs of the DLCS.

Version History

Version	Date	Description	By Whom
1.0	13 August 2024	Create Position Description	Michele McDonald, Assistant Director, Learning Services
1.1	20 August 2024	Review Position Description and form to current format	Vicky Fitness, HR Business Partner (Corporate)