

# Leader of Inclusion

## St Mary's College Gunnedah

### Position description

[Click here to apply.](#) Applications close 10 December 2021

<b>Position level</b>	NSW and ACT Catholic Systemic Schools EA 2020
<b>Base salary range (Full time)</b>	\$65,165 - \$114,720 gross pa (based on skills, experience & NESA accreditation)
<b>Coordinator Allowance</b>	Coordinator 2
<b>Reports to</b>	Principal
<b>Location</b>	St Mary's College Gunnedah
<b>Employment type</b>	Full-time (1.0 FTE)
<b>Employment status</b>	2-year Coordinator Contract (renewal subject to successful performance) Permanent Teaching Role

### About St Mary's College Gunnedah

St Mary's College Gunnedah is a Catholic co-educational secondary school serving the Gunnedah region in North-West NSW. With a population of around 420 students, St Mary's provides a holistic Catholic education in a caring and stimulating environment following the tradition of the Sisters of Mercy who founded the College in 1879.

St Mary's College Gunnedah has always had a strong academic focus with many students progressing to university studies. An active Vocational Educational and Training program has also provided students with a successful pathway into apprenticeships and traineeships.

Cultural pursuits have always been a part of St Mary's College and the band and choir prove very popular with students and parents. A comprehensive sporting program provides students with an opportunity to excel, representing the College at the NSW Combined Catholic Colleges (CCC) and State levels.

St Mary's College is located in Gunnedah, situated in the heart of the Namoi Valley on the Oxley Highway and is approximately 450 kilometres from Sydney, 310 Kilometres from Newcastle and 655 kilometres from Brisbane. Gunnedah has a growing population with approximately 12,700 people residing in the Shire, which

includes 5 outlying villages. There are currently 10,000 residents living within the Township. Gunnedah Shire covers an area of 5,092 square Kilometres including Gunnedah as the hub of the Shire. Outlying villages include Curlewis and Breeza to the southeast, Carroll to the east and Tambar Springs and Mullaley to the southwest.

For further information on the school, please visit <https://stmaryscollege.nsw.edu.au/>

## Position Purpose

The Leader of Inclusion is responsible for the strategic direction, leadership and management of the Inclusion Team at St Mary's College Gunnedah.

## Commencement

The commencement date for this position will be negotiated with the successful applicant.

## Key Responsibilities

Duties related to the position would normally include but are not limited to the following:

Key area	Task
Inclusion support	<ul style="list-style-type: none"><li>● Implement/oversee a multi-tiered model of learning support.</li><li>● Build capacity of staff to support all students, including those with additional learning needs.</li><li>● Implement and review Universal Screening processes to identify students with additional needs.</li><li>● Ensure the School is compliant with the relevant legislation including Disability Discrimination Act (DDA) and Disability Standards for Education (DSE).</li><li>● Ensure the School is compliant with the National Consistent Collection of data for students with disability (NCCD).</li><li>● Co-design Individual Learning Adjustments and Personalised Plans.</li><li>● Liaise with external professionals as required.</li><li>● Liaise with parents as collaborative partners in the planning and support process.</li><li>● Facilitate small group classes for those who need additional learning support.</li><li>● Liaise with the teacher to modify curriculum and assessment procedures as required.</li><li>● Maintain records and documentation related to personalised plans.</li></ul>

	<ul style="list-style-type: none"> <li>● Lead and manage the Inclusion team including IST teachers and Educational Assistants.</li> <li>● Work collaboratively with Aboriginal and Torres Strait Islander Team.</li> <li>● Manage departmental resources within budget.</li> <li>● Maintain and enhance the profile of the Inclusion Team throughout the School.</li> <li>● Develop and use effective assessments and moderation systems.</li> <li>● Support teachers to achieve the best possible learning outcomes for all using Differentiation and Adjustments.</li> <li>● Work closely with the Leader of Teaching and Learning to undertake duties and responsibilities identified as within the remit of Inclusion.</li> </ul>
<b>Leadership and Management</b>	<ul style="list-style-type: none"> <li>● Provide leadership, coordination and administrative support in the ongoing development, implementation and administration of all aspects of the Inclusion Team at McCarthy Catholic College.</li> <li>● Contribute to establishing the core values of the School and their practical expression.</li> <li>● Be a regular participant in external and internal professional development opportunities, including CSO Armidale meetings.</li> <li>● Provide support and guidance to teachers in the handling of day-to-day issues and instruction and implementation of PPs.</li> <li>● Work with the Inclusion Team to plan and prepare PP meetings for staff and parents.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>● Attend to any other matters appropriate for the position and consistent with the skills of the incumbent</li> </ul>

St Mary's College Gunnedah reserves the right to alter roles and responsibilities requirements as required.

## **Selection criteria**

### **General expectations of staff at St Mary's College Gunnedah**

- Respect of and a commitment to the Catholic ethos and a willingness to foster it.
- Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties.
- Act as a team member, developing and supporting the philosophy and ethos of the team.
- Willingness to undertake professional development.
- Maintain strict observance of school policies, rules and procedures including the reporting of improper or unethical conduct.
- Observe and comply with all WHS protocols.

- Ensure all colleagues, students and parents are provided with quality service in a timely, efficient and friendly manner.
- The ability to maintain strict confidentiality and to exercise discretion and sound judgement.
- Act in a professional and respectful manner at all times.
- Comply with the [Framework for the Accreditation of Staff in Catholic Schools](#).
- Employment with St Mary's College Gunnedah is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance.

## Essential criteria

- Inclusion/Special Education qualification OR currently studying OR prepared to commence study (financial support provided).
- Demonstrated high levels of expertise and professional knowledge, and exemplary professional practice in addressing educational participation barriers through the implementation of quality inclusive practices.
- Demonstrated high level understanding of The Disability Standards for Education, The Disability Discrimination Act, The Nationally Consistent Collection of Data (NCCD) and resultant school and system requirements and responsibilities.
- Highly-developed leadership skills, at Middle Leader level or above.
- Contemporary understanding of the evolving and developing role of the Education Assistant in the inclusive school and classroom.
- Demonstrated ability to promote and build a collective team responsibility for improving student learning, wellbeing and behaviour outcomes.
- Appropriate teaching qualifications and current NESA registration.

## Application

For questions regarding the professional nature of this position, please contact St Mary's College on (02) 6742 2124.

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- **Complete the relevant online application form** by [clicking here](#) and attach a cover letter (optional) and CV that clearly outlines your qualifications and career history.

*Preferred applicants must have the right to work in Australia and will be subject to employment screening.*