



DIRECTOR OF EQUITY & INCLUSION

ROLE TENURE:	2027 – 2029 (3 -Years)
PRINCIPAL APPOINTMENT:	POL Level 4
TIME ALLOWANCE:	24ppc (74mins)
APPRAISALS:	Annual Growth Review Meeting Summative Leadership Growth Review (Year 2)
REPORTING RELATIONSHIPS:	Reports to: ❖ Assistant Principal: Learning & Teaching ❖ Assistant Principal: Wellbeing
LEADS TEAM:	Learning Diversity Coordinator Team Collaborates with: ❖ WONDER: Learning & Wellbeing Care Team (7-8) ❖ EXPLORE: Learning & Wellbeing Care Team (9-10) ❖ ASPIRE: Learning & Wellbeing Care Team (VCE)

OVERVIEW

All staff members of Marian College are expected to actively support Catholic education in the Brigidine tradition, as articulated in the College's [vision and mission statements](#). Staff are required to embody the values of Kildare Ministries in their professional conduct and in the relationships they foster within the College community. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

ROLE DESCRIPTION

The Director of Equity & Inclusion provides strategic leadership for inclusive education, student support and learning diversity practices across the College. This role leads the planning, implementation and evaluation of programs and interventions that support diverse learners, strengthen teacher capacity in inclusive practice, and ensure equitable access to learning for all students. Working collaboratively with leaders, teachers, Learning Support Officers, families and external agencies, the Director drives whole-school improvement in inclusive practice, NCCD processes and targeted student support.

CHILD SAFETY

At Marian College, safeguarding students is a collective responsibility of all staff engaged in child-related work. Our dedication is reflected in the comprehensive policies and procedures on our Child Safety webpage. All staff must adhere to our [Child Safety Code of Conduct](#). Any violations of school policies or codes of conduct will result in appropriate actions by the College.

KEY RESPONSIBILITIES

Leading Strategic Direction

- ❖ Lead the strategic development and implementation of inclusion, learning diversity and student support priorities, ensuring alignment with the College Strategic Plan, Annual Action Plan and equitable outcomes for all learners.
- ❖ Lead College-wide processes for NCCD, personalised learning plans and learner profiles, ensuring compliance, consistency and accountability.
- ❖ Build staff capability in inclusive practice and targeted intervention.
- ❖ Foster partnerships with families and external agencies to enhance student outcomes.

Leading Learning for Impact

- ❖ Lead initiatives that build teacher capability in differentiation, inclusive practice and targeted support for diverse learners.
- ❖ Promote integrated wellbeing and learning practices that ensure students are known, supported and challenged.
- ❖ Coordinate partnerships with allied health providers and support agencies to ensure effective student support.
- ❖ Support successful student transitions into Year 7, across year levels and into VCE, VCE VM and VET.

Leading Improvement, Innovation & Change

- ❖ Drive innovation in inclusive education and student support practices across the College.
- ❖ Lead change initiatives that strengthen learning diversity, medical management and wellbeing outcomes.
- ❖ Embed contemporary research and best practice in inclusive education into College practice.

Leading Data Informed Practice

- ❖ Lead the collection, analysis and application of NCCD and student support data to inform planning and intervention.
 - Build staff understanding of NCCD requirements, including obligations under the Disability Discrimination Act (1992), Disability Standards for Education (2005) and Catholic Education guidelines.
 - Facilitate professional learning and moderation processes to ensure consistent and accurate identification of adjustments and supports for students with disability.
 - Maintain NCCD records, evidence and documentation in preparation for annual data collection and audit processes.
 - Coordinate the Quality Assurance process and support College compliance with NCCD requirements.
 - Collate and analyse NCCD data to meet funding, reporting and compliance obligations.
 - Prepare NCCD documentation and reports for submission to the Principal and relevant authorities.
 - Manage the annual acquittal of NCCD funding in consultation with the Principal and Business Manager.
 - Communicate NCCD processes, timelines and requirements with staff and the wider College community.
- ❖ Support whole-school tracking and intervention processes for timely student support.
- ❖ Provide expert guidance to ensure assessment data informs targeted teaching, including the development and review of goals within Personalised Learning Plans and Behaviour Support Plans.
- ❖ Critically analyse and present data in relation to NAPLAN and PAT results and other sources and share the implications of such data with team members.
- ❖ Seek additional student assessments when required, liaise with visiting specialists and manage appointments for students.

Leading Teams

- ❖ Lead Learning Diversity Coordinators in the implementation and review of targeted support programs, adjustments and intervention strategies.
- ❖ Oversee the work of the Learning Support Officers and Mentor Teachers to provide consistent and effective support for students.
- ❖ Support teachers to implement inclusive, evidence-informed practices that enhance student learning and participation.

Leading Staff Growth & Development

- ❖ Support the wider school community to understand and enact inclusive practices that promote inclusion for all students.
- ❖ Collaborate with the Assistant Principal – Staff & Strategy to identify and facilitate staff Professional Learning needs
- ❖ Support effective collaboration between teachers and Learning Support Officers.

Leading the Management of the School

- ❖ Manage operational aspects of learning diversity programs to ensure effective and sustainable support structures.

Other Duties

- ❖ Communicate key initiatives, achievements and priorities through College communication channels, including the Newsletter, Staff Connect and other publications.
- ❖ Develop and administer the budget in collaboration with the Principal and the Business Manager.
- ❖ Contribute to the preparation of compliance, accreditation and reporting requirements for relevant educational and government authorities.
- ❖ Commit to ongoing professional development in your area of work.
- ❖ Undertake other duties related to the role as directed by the Principal.

WORKPLACE HEALTH & SAFETY

- ❖ Comply with legislated occupational health and safety practices.
- ❖ Observe safe work practices in accordance with training and instruction given.
- ❖ Identify, report and address risks and hazards to promote a safe working environment.
- ❖ Implement and promote occupational health, safety and risk management practices.

KEY SELECTION CRITERIA

1. Demonstrated commitment to Catholic education and the Mission, Vision, Values and charism of Marian College.
2. Demonstrated capacity to provide strategic leadership that drives meaningful improvement and positive outcomes for students, staff and/or the wider College community.
3. Demonstrated ability to lead innovation and change through planning, engagement and implementation.
4. Excellent interpersonal, organisational and communication skills
5. Demonstrated ability to use data, evidence and research to inform decision-making and drive improvement.
6. Demonstrated capacity to build relationships and lead high-performing teams.
7. Commitment to professional growth, reflective practice and continuous improvement.

QUALIFICATIONS & EXPERIENCE

- ❖ Victorian Institute of Teaching Registration.
- ❖ Relevant post-graduate studies an advantage (or working towards such qualification).
- ❖ Accreditation to Teach and to Teach Religious Education or Lead in Catholic School (or working towards)
- ❖ Educational Leadership Experience an advantage.

Marian College is committed to the creation and maintenance of a child safe school environment. The care, safety and welfare of students are embedded in policies and procedures which ensure a commitment to zero tolerance of child abuse.