



SETON COLLEGE – DUTY STATEMENT – **ASSISTANT PRINCIPAL (DIVERSE LEARNING)**

(This Duty Statement documents the specific activities which the Assistant Principal (Diverse Learning) at Seton College enacts and is to be read in conjunction with the document entitled Role Description – Assistant Principal which is the overarching Role Description for all Assistant Principals within the Catholic Education Archdiocese of Brisbane.)

SCOPE:

The Assistant Principal (Diverse Learning) is focused on the education of students with a range of diverse learning needs, assisting the Principal to develop and implement effective and expected practices to grow the engagement, progress, achievement and wellbeing of each student.

SPECIFIC ACTIVITIES OF FOCUS:

The Assistant Principal (Diverse Learning) supports the College Principal in the leadership, and /or coordination and facilitation of the following activities:

- contribute to the strategic vision and the learning culture of Seton College for the provision of education for students with diverse learning needs
- implement systematic processes to: assess individual student needs; provision, monitor and review adjustments to address individual needs; and consult and collaborate with stakeholders
- lead pedagogy for students with diverse learning needs through the use of Brisbane Catholic Education's effective and expected practices in literacy and numeracy, and appropriate teaching responses to support student learning progress
- use evidence-based professional practice to guide the learning and teaching of diverse learning
- oversee collaborative planning, teaching, appropriate assessment, and reporting processes for students with diverse learning needs
- implement systematic monitoring of student learning data to inform teaching responses
- lead practices to establish an ordered, supportive, learner-centred school environment that provides effective assistance to students with diverse needs
- establish a culture of reflection, self-review and continuous improvement in learning and teaching for students with diverse learning needs
- oversee the implementation of Positive Behaviour for Learning to build a positive culture within the school community
- establish effective partnerships and engagement with families
- lead resource deployment to support the strategic goals of the school, and equitable outcomes for students
- deploy staff and resources to deliver effective teaching and learning to best meet the needs of diverse learners
- coordinate integrated teaching, specialist and non-teaching roles to support students with diverse learning needs including Guidance Counsellors, Support Teachers – Inclusive Education and Speech Pathologists
- lead effective school support team processes including case management allocation
- coordinate recruitment of staff for specialist positions to support students who are diverse learners
- implement effective enrolment support processes for students with diverse learning needs
- oversee quality assurance in the use of data and records management enterprise systems
- implement processes to ensure compliance with legislation, policy, and Brisbane Catholic Education processes for students with diverse learning needs