

Position Description

POSITION DETAILS

Position Title	Inclusive Education (Learning Adjustment) Officer
Functional Unit	Catholic Identity, Leadership, Learning and Teaching
Nominated Supervisor	Chief Learning and Teaching Officer
Relevant Industrial Instrument	Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022
Date of Review	August 2026

DIOCESE OF SALE CATHOLIC EDUCATION LTD

The Diocese of Sale Catholic Education Limited (DOSCEL) is committed to the mission of the Catholic Church through the provision of high-quality, inclusive education across Catholic primary and secondary schools in the Diocese of Sale. Guided by Gospel values, DOSCEL supports school communities to nurture students academically, spiritually, socially, and emotionally, fostering a love of learning and a deep sense of belonging.

DOSCEL exists to enable vibrant, faith-filled communities of learning, where students are empowered to thrive and reach their full potential. Through leadership, collaboration, and stewardship, DOSCEL ensures that all schools are supported to deliver excellence in teaching, uphold Catholic identity, and respond to the diverse needs of their communities.

OUR VALUES

Integrity - We uphold honesty, transparency and ethical behaviour in all our practice. We are committed to meeting our obligations to relevant educational authorities and to being principled in our decision-making, fostering trust and respect within the broader educational community.

Inclusion - We dialogue, discern, and journey together; embracing difference, inviting contribution, respecting the dignity of the individual and showing empathy as we harness the power of our collective contribution.

Excellence - We constantly aspire to and move toward a better place, leading change in the world with hope, courage and compassion.

POSITION PURPOSE

The Inclusive Education (Learning Adjustment) Officer works with the Chief Learning and Teaching Officer, through the Team Coordinator: Learning Adjustment, to strengthen the measurable learning and wellbeing outcomes of students with disabilities in Catholic Diocese

of Sale schools. The role builds the capability of school leaders to identify student need, implement effective interventions, and lead inclusive teacher practice. Through expert guidance, collaboration and modelling of evidence-based approaches, the Officer supports schools to create inclusive environments, deliver high-quality adjustments, and meet regulatory and system expectations.

POSITION RESPONSIBILITIES

- Build the capacity of school leaders to:
 - Ensure inclusive environments and cultures within schools.
 - Use a response to intervention framework to develop processes to identify student need and to plan for universal, targeted and intensive adjustments and interventions.
 - Ensure student access to curriculum, enrolment, participation and student support services.
 - Ensure student voice/agency.
- Meet regulatory and Victorian Catholic Education Authority (VCEA) obligations with regard to students with disabilities, including but not limited to NCCD.
- Contribute to the building of a collaborative work environment within DOSCEL and within Diocesan schools to align the work of all stakeholders to service DOSCEL's Strategic Plan.
- Contribute to planning and leading professional learning in inclusive education at Diocesan and school level.
- Work collegially with DOSCEL Learning Adjustment, Whole School Approach to Positive Behaviour Support and Learning and Teaching Teams to provide comprehensive student-centred support to school leaders.
- Provide intensive support to school leadership when required with relation to specific student need.
- Provide service to schools consistent with the DOSCEL Expert Teacher Framework.
- Provide appropriate and timely reports as required.
- Other duties as directed by the Executive Director of Catholic Education, Deputy Executive Director, Chief Learning and Teaching Officer and Team Coordinator: Learning Adjustment.

SKILLS AND EXPERIENCE

Key Selection Criteria

- A commitment to the ethos, values and mission of Catholic Education.
- A commitment to and understanding of child protection and child safety issues in education.
- Experience in inclusive education, learning adjustment, disability inclusion, or a related field, with a demonstrated ability to improve outcomes for students with disability.
- Knowledge of the Disability Standards for Education 2005 (Cth), Nationally Consistent Collection of Data (NCCD), and relevant legislation and policy frameworks.

- Ability to build the capacity of school leaders and teachers through coaching, mentoring, professional learning, and collaborative support.
- Demonstrated ability to implement evidence-based inclusive education practices and support school improvement initiatives.
- Highly developed communication and relationship-building skills, with the ability to work effectively with educators, families, and multidisciplinary teams.
- Strong organisational, analytical, and problem-solving skills, including the ability to manage competing priorities and use data to inform decision-making.
- Relevant tertiary qualifications in Education and current Victorian Institute of Teaching (VIT) registration. Postgraduate qualifications in inclusive education or a related field will be highly regarded.

CHILD SAFETY STATEMENT

DOSCEL is deeply committed to ensuring the care, safety, and wellbeing of all children and young people in Catholic schools. We recognise our responsibility to provide a safe, inclusive, and nurturing environment where every child can learn, grow, and thrive.

Successful applicants will be subject to child safety screening processes and must hold or be willing to obtain a current Working with Children Check and relevant police check as a condition of employment.