

Position Description

POSITION DETAILS

Position Title	Inclusive Education (Learning Adjustment Behaviour/Academic) 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 Behaviour/Academic) 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 in Catholic Diocese of Sale schools. The role builds the capability of school leaders to ensure inclusive environments and cultures within schools, implementing DOSCEL's Whole School Approach to Positive Behaviour Support (WSAPBS). 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
 - Implement DOSCEL's Whole School Approach to Positive Behaviour Support (WSAPBS).
 - Provide appropriate learning adjustments for students.
 - Ensure student learning entitlement through the full implementation of the Victorian Curriculum F-10 Version 2.0.
 - Utilise evidence to inform leader and teacher practice.
- Contribute to the building of a collaborative work environment within DOSCEL Office and DOSCEL schools to align the work of all stakeholders to service the DOSCEL Strategic Plan, incorporating the CILLT Strategy.
- Work collegially with DOSCEL schools and DOSCEL Office personnel to service the Annual Implementation Plan.
- 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.
- Demonstrated knowledge and experience in inclusive education, including learning adjustment, differentiated teaching practices, and supporting diverse student learning needs.
- Proven experience in supporting schools to implement evidence-based behaviour support frameworks and practices.

- Demonstrated ability to build the capability of school leaders and teachers through coaching, mentoring, professional learning and collaborative practice.
- Experience using evidence-based approaches to improve educational outcomes for students.
- Highly developed interpersonal and relationship-building skills, with the ability to work collaboratively with school leaders, teachers, families and system personnel.
- Sound knowledge of the Victorian Curriculum F-10 Version 2.0 and contemporary approaches to inclusive teaching and Learning.
- Excellent written and verbal communication skills, including the ability to prepare reports, deliver professional learning, facilitate meetings and communicate complex information clearly to a range of audiences.
- Demonstrated ability to manage competing priorities, meet deadlines, and work both independently and collaboratively in a dynamic education environment.
- 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.