



SCHEDULE

Position:	Diverse Learning Coordinator
Location:	Bethany Christian School - 37 Countess Street, Paralowie, SA 5108
Appointment Details:	25/01/2027 - 10/12/2027
Full Time Equivalent (FTE):	1.00 Monday, Tuesday, Wednesday, Thursday, Friday (8:00am - 4:00pm)
Superannuation:	12% per annum
Leave Entitlements:	Annual Leave can accrue to 20 days p.a. Personal Carers Leave 10 days p.a.

Position Overview

The Diverse Learning Coordinator is a leadership position responsible for providing strategic and practical leadership in diverse learning and inclusive education across Bethany Christian School.

The coordinator leads the Diverse Learning Team and coordinates Education Support staff, working collaboratively with classroom teachers, the Curriculum Team and Wellbeing Team to strengthen inclusive practice and ensure diverse learners are known, valued, appropriately challenged and supported to flourish.

The role builds staff capability, leads and coordinates the school's approach to student support and intervention, strengthens systems and practice, and oversees planning, documentation, NCCD and relevant government requirements. As a member of the School Leadership Team, the Coordinator represents Diverse Learning, contributes specialist expertise to whole-school decision-making, and works within the strategic direction and accountability of the school.

Supporting diverse learners is a shared whole-school responsibility, with classroom teachers retaining primary responsibility for the teaching, learning and progress of every student in their class.

Reporting Responsibility

The role is directly responsible to the School Principal.

General Responsibilities:

- Promote the Vision and Mission objectives of Bethany Christian School.
- Promote and live out the Christian ethos of the school.
- Follow all school policies and procedures, including Health, Welfare, and Safety requirements.
- Take reasonable care to ensure personal safety and the safety of others.
- Help maintain a clean, orderly, safe, and welcoming school environment.
- Demonstrate professionalism, integrity, and responsibility in all duties.
- Participate actively in relevant professional learning.
- Support out-of-school-hours events as required.
- Support school building and development programs as required.
- Perform additional duties reasonably requested by the line manager or School Principal.

Provide Strategic Leadership in Diverse Learning

- Provide strategic leadership and direction for diverse learning and inclusive education within the school's broader strategic priorities.
- Lead and develop the Diverse Learning Team, establishing clear priorities, responsibilities and consistent practice.
- Promote a culture of high expectations, inclusion, belonging, independence and growth for every learner.
- Build teacher capability in differentiation, reasonable adjustments, intervention and extension through coaching, modelling, resources and professional learning.



- Represent Diverse Learning as a member of the School Leadership Team, advising on emerging needs, priorities, resources, programs and professional learning.
- Contribute specialist diverse learning expertise to the Teaching and Learning Team, working alongside Deputy Principals and the Curriculum Coordinator to inform curriculum, pedagogy, assessment and school improvement.

Coordinate Student Support, ILPs and Intervention

- Coordinate consistent processes for identifying, assessing and supporting students with diverse learning needs.
- Lead the Diverse Learning Team in supporting the development, implementation and review of Individual Learning Plans (ILPs), reasonable adjustments, interventions and extension strategies, with classroom teachers retaining responsibility for student learning and progress.
- Work collaboratively with teachers to establish meaningful learning goals, problem-solve student needs and strengthen appropriate classroom support.
- Provide guidance and support to the Diverse Learning Team and Wellbeing Team in complex student matters involving families, external professionals and agencies as required.

Coordinate Education Support Staff

- Coordinate Education Support staff and deployment to provide effective, responsive and student-focused support across the school.
- Develop and maintain the Education Support roster, allocating support according to identified student needs, classroom priorities, ILPs and available resources.
- Coordinate day-to-day deployment and adjustments in response to changing needs.
- Establish clear expectations and provide mentoring, guidance and professional learning to strengthen Education Support practice and build student participation, learning and independence.
- Advise School Leadership on emerging staffing and resource needs, with final staffing, hours and recruitment decisions remaining with School Leadership.

Coordinate NCCD, Compliance and Documentation

- Maintain current knowledge of government requirements, funding provisions, NCCD expectations and best practice in inclusive education.
- Coordinate accurate and consistent processes for NCCD evidence, ILPs, reasonable adjustments and diverse learning records.
- Support staff to understand their responsibilities for implementing and documenting adjustments.
- Work with the IT Manager to ensure the Learning Management System (LMS) effectively supports the recording, monitoring and communication of student adjustments and learning needs.
- Work with School Leadership and relevant administrative staff to support compliance and funding requirements and respond appropriately to changing requirements.

Collaborate Across the School

- Build strong connections between the Diverse Learning, Curriculum and Wellbeing Teams to support a coordinated approach to student learning, wellbeing and development.
- Collaborate with classroom teachers, Education Support staff and relevant school teams, participating in or delegating Diverse Learning Team members to meetings where diverse learning expertise is required.



- Promote shared responsibility for diverse learners, while reinforcing that classroom teachers retain primary responsibility for students' teaching, learning and progress.

Monitor Impact and Contribute to Improvement

- Monitor the effectiveness of student adjustments, interventions, programs and support structures, using relevant data and evidence to identify emerging needs and opportunities for improvement.
- Review the effectiveness of Diverse Learning and Education Support provision and recommend improvements.
- Provide School Leadership with relevant information about progress, priorities and emerging needs, using evidence, research and feedback to contribute to continuous school improvement.

Key Selection Criteria

- Strong digital literacy, including confident use of Microsoft 365 (Outlook, Word, Excel, Teams, SharePoint) and the ability to learn new systems quickly.
- Experience using school management systems (e.g., Edumate (Veracross), Toddle, MODX, Oliver, Canva) for data entry, reporting, attendance, and communication.
- Ability to manage digital records, files, and databases accurately while maintaining confidentiality and meeting privacy requirements.
- Competence in troubleshooting basic IT, printing, and device issues, and supporting staff with routine digital tasks.
- Strong organisation and communication skills, including clear digital communication and efficient workflow management.
- Ability to remain calm, professional, and solution focused in a busy school environment while supporting students, staff, and families.
- Current certificates - Working with Children Check, First Aid Certificate, RRHAN Certificate (or willingness to obtain).