



NCCD Coordinator

Parade College is a member of the national body of Catholic schools known as Edmund Rice Education Australia (EREA). The College aims to help young men grow into well-rounded individuals who will make a meaningful contribution to society. In a vibrant learning community, students are encouraged to explore and develop their talents to the fullest and aim for excellence in all their endeavours.

As a long-standing Catholic school for boys in the Edmund Rice tradition, Parade College strives to be a learning community that offers best practice education and pastoral care to its students to foster fullness of life and holistic growth for all.

Applications are invited from suitably qualified, highly motivated and innovative leaders with excellent organisational skills and a passion for Catholic Education in the Edmund Rice Tradition and the safety and wellbeing of children, for the NCCD (Nationally Consistent Collection of Data) Coordinator position.

The NCCD Coordinator works with the Director of Student Support Services in assisting the development and implementation of support for students with diverse learning needs.

The NCCD Coordinator has a key role in the interpretation and implementation of the NCCD (Nationally Consistent Collection of Data) and together with Additional Needs Coordinators, Academic staff and Learning Support Officers ensures engaging, high-quality teaching, meaningful learning and positive student outcomes for students with diverse learning needs is provided.

The leadership appointment is for a two year term, with an ongoing teaching position associated with this appointment. This leadership position attracts a Position of Leadership Allowance and generous time release per cycle.

This appointment will include a teaching load. Candidates will be required to have, and maintain, VIT registration for the duration of their employment.

Application Requirements

In preparing an application, please read the advertisement and position description carefully to ensure that you can demonstrate your ability to meet the position requirements and have a good understanding of the role.

Applications must include:

- a **covering letter**
- a separate statement addressing the **Key Selection Criteria** addressing your skills, qualifications and experience relevant to the role
- a current **Curriculum Vitae**; together with
- a completed **Application for Teaching Position Form** available on the College website.

Applications should be emailed to hr@parade.vic.edu.au, addressed to the Principal.

Applications close at 4pm, Monday 30 January 2023 (*interviews may be held during the application period*).

Parade College acknowledges Aboriginal and Torres Strait Islander peoples as the traditional custodians of the lands where we live, learn and work.

This community is committed to the safety, wellbeing and protection of all children in our care.



PARADE COLLEGE

POSITION DESCRIPTION

Position Title	NCCD Coordinator
Reports To	Principal, Director Student Support Services

PRIMARY PURPOSE OF POSITION

The NCCD Coordinator works with the Director of Student Support Services in assisting the development and implementation of support for students with diverse learning needs.

The NCCD Coordinator has a key role in the interpretation and implementation of the NCCD (Nationally Consistent Collection of Data) and together with Additional Needs Coordinators, Academic staff and Learning Support Officers ensures engaging, high-quality teaching, meaningful learning and positive student outcomes for students with diverse learning needs is provided.

The NCCD Coordinator plays a pivotal role at the College in the professional development and support of staff understanding and knowledge of inclusive pedagogy, contemporary strategies and the requirements of the Nationally Consistent Collection of Data.

STATEMENT OF DUTIES

Specific Duties	<p>Support the Director of Student Support Services for the further development and implementation of the NCCD by:</p> <ul style="list-style-type: none"> • Applying knowledge of current literature and procedures pertaining to the NCCD; • Being familiar with implementing NCCD informed teaching • Working with Student Support Teams to collect, collate and record student evidence for NCCD submission for all College students receiving adjustments. • Leading the collation, documentation, input and storage of evidence of adjustments as stipulated by the NCCD; • Uploading to Catholic Education Victoria Network (CEVN) accurate and timely data collection as per annual list of Data Collection requirements; • Maintaining a sound understanding of legislation and responsibilities including: <ul style="list-style-type: none"> ➤ Disability Discrimination Act 1992 ➤ Disability Standards for Education 2005 ➤ NCCD process ➤ criteria for a student's inclusion in the NCCD; • Identification of students with disability (SWD) including their level of adjustment and category of disability; • Ensure applications, paperwork and reporting requirements are current and kept up to date for: <ul style="list-style-type: none"> ➤ Students With Disabilities (SWD) Therapy and/or Equipment ➤ English as an Additional Language (EAL) Students – New Arrivals • Applying knowledge of the intersection between NCCD and Learning Enhancement to deliver professional learning for staff • Communicating with parents / guardians regarding the NCCD collection procedures and Personalised Learning Plans (PLPs);
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	<ul style="list-style-type: none"> • Liaising with the CEM NCCD Consultant; • Attending CEM NCCD Professional Learning and NCCD Network Meetings; • Assisting teachers with the development and implementation of adjustments including professional learning, mentoring and classroom modelling / observation; • Updating databases to ensure that the NCCD details regarding eligible students are current and accurate; • Scheduling regular Nationally Consistent Collection of Data (NCCD) Team meetings for data collection and moderation.
Teaching	Teach various classes across different year levels and campuses.
Other Duties	Other duties as directed by the Principal and/or Director, Student Support Services

POSITION REQUIREMENTS	
Qualities required	<ul style="list-style-type: none"> • Ability to work effectively with colleagues to support students with additional needs. • Friendly and warm disposition. • Welcoming, helpful, and assertive personality. • Ability to interact positively with staff, parents and students. • Ability to work effectively under pressure. • Loyalty to the College and its staff. • Ability to work flexibly across a two-campus environment. • Ability to work confidentially. • Empathy and understanding of students with additional needs. • Support of College policies and strategic direction. • Ability to engage effectively with external support services.
Skills Needed	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills. • Excellent organisation and time management skills. • Appropriate ICT skills. • Excellent knowledge of: <ul style="list-style-type: none"> – CECV policies including the NCCD process. – VCAA rules, regulations, and policies. – Government legislation pertaining to students with disabilities and impairments. • Excellent understanding of the academic and social/emotional needs of students who learn differently. • Strong commitment to ongoing Professional Learning and a willingness to share understandings gained with colleagues. • Strong commitment to promoting awareness amongst colleagues of an inclusive curriculum. • An understanding of the operative teaching connections between pastoral, academic, social, spiritual, cultural, sporting and creative factors that work together to provide a dynamic learning community committed to the wellbeing of the whole person.
Child Safety	<ul style="list-style-type: none"> • Be a suitable person to engage in child-connected work • Be experienced in working with children • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards,

	<ul style="list-style-type: none"> • Working familiarity with Child Safe requirements and expectations of MACS PROTECT, VIT, EREA and VRQA • A demonstrated understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Parade College is a Child Safe School.
Selection Criteria	<ol style="list-style-type: none"> 1. Support and participation in the faith life of Parade College including commitment to the Mission Statement, ethos of the College, Charter of Edmund Rice Education Australia and personal faith formation. 2. Skilled educator with a specialisation in supporting students with additional needs through evidence based, and inclusive, teaching practices. 3. Ability to effectively lead and support teachers and Learning Support Officers to ensure a very high standard of professional practice. 4. Ability to promote a healthy learning environment which promotes best practice and excellent student learning outcomes, including the development of Personalised Learning Plans (PLPs). 5. Ability to conduct meetings with parents/guardians, including Program Support Group Meetings (PSGs), with a focus on building effective partnerships in the best interests of the child, family and school. 6. Knowledge and understanding of the annual collection of information about Australian school students with disability (NCCD) and how this process can be used to best support students with disability at school. 7. Knowledge and understanding of contemporary practices and policies related to students with additional needs and, in particular, boys education. 8. Well-developed interpersonal skills including organisation and communication, with a proven ability to work effectively, independently and collaboratively, in a team. 9. Commitment to ongoing professional learning.

TERMS AND CONDITIONS
<ul style="list-style-type: none"> • Terms and conditions for this position are as outlined in the <i>Victorian Catholic Education Multi Enterprise Agreement 2018</i> for Registered Teachers. Salary is set out in the Agreement according to years of experience and qualifications. • The position is for a two-year term. The position will be re-advertised after two years and is subject to the College Review process. • This position attracts a POL allowance, and a time allowance per cycle as determined by the Principal. • The position reports to the Director, Student Support Services and will need to be available to the Director, Student Support Services during specified periods leading up to the commencement of school and after school finishes. • The position will, from time-to-time require attendance outside normal hours. • The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting. • All employees at Parade College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act. • Parade College is fully committed to the protection of children. The successful applicant will be expected to satisfy child protection screening and adhere to the School's Childs Protection Policies.