



Position Description

HEAD OF PERSONALISED LEARNING

Position title	Head of Personalised Learning
Reports to	Deputy Principal – Learning and Teaching Deputy Principal - Wellbeing
Position of Leadership	Level 4
Time Release	24 periods per cycle

Role Description

The Head of Personalised Learning is a significant leadership position responsible for the strategic direction, development, and implementation of inclusive practices that support students with diverse learning needs. This role plays a vital part in upholding the dignity, equity, and success of all learners, particularly those who are most vulnerable. With a strong understanding of contemporary learning support, legislative compliance, and Catholic values, the Head of Personalised Learning leads a team of professionals to ensure personalised, high-impact learning is a reality for every student.

The Head of Personalised Learning oversees the College's compliance with the Nationally Consistent Collection of Data (NCCD), ensuring systems, evidence, and practices are robust and aligned with legal and professional standards. The role also involves close collaboration with families, external professionals, and community organisations to ensure a coordinated and holistic approach to student support. Additionally, the Head of Personalised Learning is responsible for leading the staffing, timetabling, and deployment of all personalised learning personnel, ensuring that resources are used effectively to meet the needs of students and support staff professional growth.

In demonstrating a commitment to continuous professional learning, they ensure compliance with legislative and curriculum requirements while modelling the value of lifelong learning. The Head of Personalised Learning also plays a key role in supporting teachers to understand their responsibility in meeting the diverse needs of learners, promoting effective differentiation, accessibility, and inclusive teaching practices that ensure every student can engage meaningfully with the curriculum.

The Head of Personalised Learning is expected to uphold all legislative obligations related to Child Safeguarding and Occupational Health and Safety, in alignment with College policies.

Key Responsibilities

The Personalised Learning Leader is responsible for:

- Providing strategic leadership in personalised learning, inclusive education, and learning diversity across the College.
- Leading the development, implementation, and evaluation of high-quality learning support programs that cater to students with additional learning, behavioural, emotional, or physical needs.
- Ensuring College-wide compliance with relevant legislation, including the Disability Discrimination Act (1992), Disability Standards for Education (2005), and requirements of the Nationally Consistent Collection of Data (NCCD).
- Building the capacity of teachers through professional learning, coaching, and collaborative planning to embed inclusive practices and differentiated instruction across all learning areas.
- Fostering strong partnerships with families, external professionals, and wellbeing staff to support student growth and coordinated case management.
- Advocating for students with additional needs, ensuring they have equitable access to curriculum, assessment, co-curricular opportunities, and post-school pathways.
- Participating in strategic planning, data analysis, and the development of whole-school processes to support student progress and success.

Key Duties

- Oversee the development, implementation, and review of Personalised Learning Plans (PLPs), Behaviour Support Plans, and transition documents for students with additional needs.
- Manage the collection and analysis of data for the NCCD, ensuring accuracy, compliance, and alignment with College practices.
- Lead and supervise the Personalised Learning Team, including Learning Support Officers, Education Support staff, and Allied Health professionals, where applicable.
- Support teachers to develop and implement differentiated curriculum, assessment adjustments, and individualised learning strategies.
- Conduct student observations, participate in formal assessments, and make evidence-based recommendations for classroom adjustments or external referrals.
- In collaboration with the Head of VCE provide the necessary information for applications to VCAA for special provisions/requirements.
- Lead and facilitate regular meetings of the Personalised Learning Team.
- Coordinate regular Parent Support Group (PSG) meetings and maintain ongoing communication with families regarding student progress and support.

- Liaise with external specialists, government and non-government agencies, and support services to ensure integrated care for students.
- Ensure the timely allocation of resourcing and staffing support to students and programs, within available budgets and staffing frameworks.
- Collaborate with key leaders to develop inclusive timetables, subject placements, and reasonable adjustments for assessments and reporting.
- Provide targeted professional learning and updates to staff on emerging practices, legal obligations, and strategies for supporting neurodiverse learners.
- Support the transition of students into, within, and beyond the College, particularly from Year 6–7 and Year 12 to post-school pathways, through appropriate planning and documentation.
- Maintain accurate, confidential records of student needs, supports, and progress in line with school policies and privacy requirements.
- Model and promote the College's Catholic ethos, fostering a culture of compassion, justice, and high expectations in all interaction.
- Any other duties as outlined by the Principal.

Membership

The Personalised Learning Leader is a **member of the following teams:**

- Personalised Learning Team
- Learning and Teaching Team
- Transition Team

They work **in collaboration with:**

- College Executive
- School Improvement Team
- Student Wellbeing Team
- Pathways Team
- Director of Data Analytics

Positions reporting to the Head of Personalised Learning:

- Personalised Learning Teachers
- Learning Support Officers
- Speech Pathologists