



Position Description

Inclusive Learning Teacher

Roseville College is a vibrant and welcoming community where every student and staff member is truly known and deeply valued. Established in 1908 and centrally located on Sydney's North Shore, we are an independent day school for girls from Prep to Year 12, shaped by a strong Christian foundation and a shared commitment to purpose, integrity and care. We are proud to nurture young women of character who are ready to lead with confidence and compassion in a changing world.

Our staff are curious, courageous and committed professionals—educators, mentors and co-learners—who see their work as both a calling and a contribution. At Roseville, you'll find a supportive and innovative environment where your talents are recognised, your growth is encouraged, and your impact on future generations is both valued and lasting.

The role

- One-year fixed term contract commencing term 3 2026
- Full time opportunity
- Onsite car parking and access to fitness facilities

Broad objective

The Inclusive Learning Teacher contributes to the school as a community of learning and innovation where every girl is known and valued, and where students are challenged and supported to pursue their personal best. As a member of the Inclusive Learning Department, this role works collaboratively with students, staff and families to promote equitable access to learning in a culture of care and inclusion.

Key relationships

- Classroom teachers
- Year Advisers
- Students
- Parents

Reports to

Head of Inclusive Learning

Direct reports

Nil



Inclusive Learning Teacher

Key responsibilities

Support the Principal in the continuing development of the school as a centre of learning and innovation:

- Collaborate with classroom teachers to design and implement inclusive learning experiences that are appropriately differentiated, accessible and responsive to student need.
- Support teachers in identifying barriers to learning and implementing practical adjustments that enable students to engage successfully with learning and assessment.
- Work collaboratively with identified students to develop strategies that support organisation, planning, study habits and assessment preparation.
- Develop, implement and review Individual Plans in consultation with students, teachers, families and relevant specialists.
- Oversee and implement assessment provisions for identified students, ensuring appropriate access to adjustments in line with documented need and College procedures.
- Collaborate with the Head of Inclusive Learning, teaching staff and families to support the learning needs of identified students and inform appropriate support strategies.
- Maintain accurate and confidential records relating to student support, adjustments and assessment provisions in line with College requirements.
- Engage with College assessment and reporting processes to ensure appropriate implementation of adjustments and support strategies.
- Contribute to the ongoing development of inclusive practice across the College through collaboration, professional dialogue and evidence-informed approaches to learning support.
- Engage in ongoing professional learning to strengthen knowledge and practice in inclusive education.
- Maintain Teacher Accreditation hours and records according to NESAs and College requirements.
- Inform the Head of Inclusive Learning and Year Adviser of significant academic and/or pastoral care matters.
- Nurture, support and guide a Pastoral Care Group.
- Ensure punctual attendance at all lessons, Pastoral Care sessions, assemblies and Chapel.
- Participate in Pastoral Care and Wellbeing programs with Pastoral Care Group, year group and through College wide initiatives, including camps.
- Ensure that students follow school rules and take care of school and personal property.

Support the Principal to ensure effective administration:

- Complete all academic and wellbeing reporting requirements in an accurate, caring, timely and efficient manner.
- Ensure that roll marking procedures for attendance are fulfilled according to College policy.
- Support the administrative needs of the Head of Department, Year Adviser and Principal (or delegates) as required when preparing for programs and events outside the normal routine.
- Maintain secure, accurate and confidential records in accordance with College procedures and professional obligations.



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Support the Principal in developing and maintaining the professional culture, a safe work environment and upholding the College community:

- Actively support the Christian identity and purpose of the College.
- Uphold the values and expectations as described in the Staff Code of Conduct.
- Treat colleagues, students and parents with dignity, respect and the utmost professionalism.
- Support colleagues in their ongoing professional learning journey by sharing resources and expertise.
- Commit to personal and professional growth through active participation in the College Professional Growth strategy.
- Participate in co-curricular activities and attend College functions as required.
- Assist in monitoring a safe and secure school environment for self, staff and students.
- Contribute to the development of policy, procedures and processes and provides recommendations to the Heads of School, Heads of Department, Year Advisers, and Junior School executive for improvement.

Child Safety

- Uphold the highest standard of child safety culture and awareness.
- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies.
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training.

Risk and Compliance

- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), code of conduct, child safety and emergency response practices.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

Additional responsibilities

- Fulfil the requirements of this position description and other duties as reasonably required from time to time.
- Undertake additional responsibilities in response to the needs of the College, as requested by the Principal or delegates.
- Create a positive, supportive and engaging classroom climate that meets the academic, social and emotional needs of students.
- Model high standards of professional practice and collaborative teaching.
- Use technology effectively to enhance student learning outcomes.

Qualifications, skills and experience

- Have relevant qualifications or experience in Special and/or Inclusive Education
- Highly organised with excellent attention to detail and the ability to identify priorities
- Excellent communication skills (with staff, parents and students) with strong attention to detail and literacy

Roseville College is proudly a Child Safe Organisation, putting the best interests of children and young people first. All appointments at Roseville College are subject to Child Protection Legislation.

Roseville College 27 Bancroft Avenue Roseville NSW 2069 rosevillecollege.com



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- Ability to work in a team as well as being self-motivated and work autonomously
- Excellent technology skills including MS Office
- Excellent administration skills
- Ability to maintain confidentiality at all times
- Actively support the Christian mission and values of the College

Essential characteristics

- Exceptional interpersonal and communication skills
- Collegial and collaborative
- Empathetic and approachable
- Highly organised with strong attention to detail
- Emotionally resilient
- Adaptable and able to work well under pressure
- Proactive and solutions-focused
- Exercises sound professional judgement and discretion
- Demonstrates initiative and a commitment to continuous improvement

Roseville College is a member of the Anglican Schools Corporation (ASC).