



Position Available

Diverse Learning Teacher (Case Manager NCCD)

Fixed Term Contract

Full-Time

Commencing - October 2026 or January 2027



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About Heritage College Lake Macquarie

Heritage College Lake Macquarie (HCLM) is an Independent, co-educational K-12 Christian school located in the growing Lake Macquarie area of Morisset. HCLM staff are responsible for supporting the college to deliver educational services that are effective in preparing every child to meet the challenges of a changing world with courage and confidence. You will play a key role in the delivery of services that support the college to develop in students the Spiritual, Physical, Intellectual and Emotional dimensions that characterise a balanced and purpose-driven life.

About the Role

The Learning Support Teacher (Case Manager – NCCD) is responsible for coordinating the case management, consultation, and evidence-collation processes for students requiring diverse learning support and identified under the Nationally Consistent Collection of Data on School Students with Disability (NCCD).

This role ensures the school fulfills its obligations under the Disability Discrimination Act 1992 (DDA) and the Disability Standards for Education 2005 (DSE). The position works collaboratively to assist classroom teachers in implementing, monitoring, and documenting reasonable adjustments to support student learning outcomes.

Selection Criteria

- Proven ability to build strong, consultative partnerships with families and staff to advocate for students with complex learning needs.
- Expertise in designing Individualised Plans (IPs) that identify functional impacts and implement effective adjustments for classroom accessibility.
- Highly developed skills in managing holistic support requirements and coordinating referrals with allied health and external specialists.
- Demonstrated proficiency in delivering differentiated instruction and targeted interventions for individuals or small groups.
- Strong understanding of regulatory verification standards and the ability to maintain rigorous classroom-based evidence for compliance.
- Advanced project management skills to oversee annual NCCD timelines and meet critical submission milestones.
- Exceptional analytical skills for reviewing and moderating student files to ensure substantiation of disability categories and adjustments.
- Proficient in the secure management of confidential records and the compilation of complex data sets for official census submissions.
- Excellent coaching and collaboration skills to mentor classroom teachers in the implementation of student Individualised Plans.



- Ability to interpret and present data demographics to inform inclusive planning and strategic resource allocation.
- Demonstrated ability to provide guidance, toolkits, and administrative templates to teaching staff to streamline their recording of classroom adjustments.
- Strong interpersonal communication skills to provide clear and timely updates regarding compliance schedules and guidelines.
- Demonstrated experience in providing professional learning to staff regarding inclusive practices and national compliance standards.

Key Skills/Qualities

- Willingness to develop and maintain deep operational knowledge of the *Disability Discrimination Act 1992*, *Disability Standards for Education 2005*, and the current NCCD guidelines.
- Willingness to develop and maintain expert skills in curriculum differentiation, modification, and inclusive teaching practices.
- Exceptional organisational skills to manage high-volume caseloads, analyse complex data sets, and maintain audit-ready digital registries.
- Strong interpersonal and communication skills, with a proven ability to handle sensitive consultations with families and lead multi-disciplinary teams.
- Willing to adopt or implement new systems and processes.
- Ability to work autonomously, prioritise and meet deadlines.
- Ability to manage confidential and sensitive information appropriately.
- Proficiency in data systems, spreadsheets, and record management.
- Read, interpret and consistently apply school policy and procedures.

Requirements for work

- All applicants must demonstrate positive support for the College's Christian values.
- All applicants must have a valid Working With Children Check (WWCC).
- Bachelor of Education (or equivalent recognised teaching qualification).
- Postgraduate qualifications in Special Education, Inclusive Education, or a related discipline (highly desirable).
- NESA Accreditation and approval to teach in NSW, Australia.

How to Apply

Applications should include a resume and a cover letter addressing the selection criteria and reasons for your interest in the position.

Applications should be submitted via email to applications@heritage.edu.au.

Details of at least two referees will be requested from the successful applicant.

Applications close:

Monday, 12th October 2026

