



# Our Lady of the Sacred Heart Thamarrurr Catholic College

---

## **POSITION DESCRIPTION** **Inclusion Support Coordinator** **Fulltime Position** **Starting January 19, 2026**

### **Position Details**

Title	Coordinator
Area	K-12
Reports to	Principal Primary and Secondary School Deputy Principals Curriculum and Literacy Coordinators

Wadeye is a large remote Aboriginal community situated approximately 420km south-west of Darwin with a population of around 3000 people. The land is owned by the Kardu Diminin People. Many local Aboriginal people speak Murrinhpatha as a first language. OLSH Thamarrurr Catholic College (OLSHTCC) is a bilingual school, teaching in both Murrinhpatha and English.

### **College Requirements**

- Support the Catholic ethos of the College.
- Support the Northern Territory Catholic Education Vision and Mission Statement.
- Support the Vision and Mission statement of Our Lady of the Sacred Heart Thamarrurr Catholic College.

### **Personal Accountabilities**

- To respect and model the Gospel values in all interactions with people in day-to-day life.
- To lead and develop the Inclusion Support Team.
- To genuinely support each student within our care wherever possible, celebrating their diversity and catering for individual differences as required.
- To be active, collaborative, authentic, professional and relational members of the College community.
- To develop and support a school culture that empowers students to think critically, discern wisely and value the search for truth.
- To provide support openly and honestly to colleagues through the sharing of teaching, public support of other colleagues, and maintaining the dignity of all people within our school community.



# Our Lady of the Sacred Heart Thamarrurr Catholic College

---

- To enter into dialogue openly and honestly with the Principal and Leadership team with relevant issues where necessary and appropriate.
- To recognise and support parents as the first and foremost educators of their children.
- To actively engage and encourage parents to be involved in their child's education through a variety of opportunities.
- To display passion, commitment, professionalism, integrity, knowledge, and expertise.
- To demonstrate knowledge of best practice and innovative pedagogy.
- To demonstrate forward thinking and openness to change.
- To work in a professional manner assuming responsibility for timetabled and scheduled work, deadlines, and following College policies and procedures.

## Technical Accountabilities

- To create and maintain an attractive, safe and welcoming environment in the Inclusion space.
- To work collaboratively with Teachers and Assistant Teachers to support differentiation regarding planning, teaching and evaluation of student learning and classroom programs.
- To collect, interpret and use student data to inform student needs.
- To learn and use *Essential Skills in Classroom Management*.
- To support the Mult-Lit Program.
- To be involved in ongoing personal and professional learning as a member of our Professional Learning Community.
- To be professional in presentation, manner, organisation and communication.
- To complete tasks as required by the College Leadership Team.
- To respond to required change in a constructive manner.

The key duties and responsibilities include,

- Along with all staff to be responsible for the pastoral care of students.
- Oversee and actively participate in training for all teachers on the usage of the INSPIRE software program.



# Our Lady of the Sacred Heart Thamarrurr Catholic College

---

- The development and implementation of Adjustment Plans (EAPS) through INSPIRE in collaboration with class teachers, parents, Inclusion Support Assistants (ISA's), closely related to the recommendations of contributing specialists/ consultants and allied health professionals.
- Proactivity in the collation and submission of student data in relation to NDDC (National Consistent Collection Data).
- To act as a liaison between teachers, consultants, specialists and parents through team meetings/ case conferences and regular informal contact.
- Train and supervise ISAs, ensuring the collation of relevant up to date and accurate quantitative and qualitative data.
- Coordinate and monitor ISA's timetables in accordance with SWD funding allocations.
- Perform initial and ongoing diagnostic and standardised testing and assessment of students displaying difficulties and/or deemed at risk.
- Initiate and facilitate the completion of Requests for Service through INSPIRE to CEO Advisor, therapists and Student Services e.g. Occupational Therapists, Speech Therapists, Psychologists, Hearing and Behavioural Advisory personal.
- Submit Requests for Funding through INSPIRE for students with diagnosed disabilities.
- Access Professional Development opportunities pertaining to general and individual student needs, provided by CEO and DOE.
- Keep a confidential data base of assessments and reports for SWD's on INSPIRE through 'Student Profiles.
- Assist and support teachers with resources, strategies and information relevant to supporting SWDs to access all curriculum areas.
- Assist teachers with the identification and assessment of Gifted and/ or talented student.



# Our Lady of the Sacred Heart Thamarrurr Catholic College

---

- Oversee and organise transitions from Preschool to Primary and Primary to Secondary school for relevant students.
- Be active and instrumental in resourcing teachers in matters relating to diagnosed conditions and areas of difficulty e.g. Autism, ADHD, CAP delays, conductive hearing loss etc.
- Actively support and mentor Inclusion Support Practitioners as needed in the NT catholic school system.

## Scheduling Accountabilities

- To attend meetings and professional learning sessions and participate in workplace decision making.
- To encourage and participate in Parent/Student Learning conferences.
- To meet with parents as requested.
- To actively participate in the school's Professional Learning Community Team.
- To set goals, reflect on professional practice, engage in professional learning in a cyclic, structured manner.
- To maintain and update teaching qualifications, Teacher Registration, Ochre Card, First Aid and CPR.

Please submit applications for this position to the principal, Mrs Jacqueline Conboy,

[jacqueline.conboy@nt.catholic.edu.au](mailto:jacqueline.conboy@nt.catholic.edu.au) by Friday October 17, 2025.

The College reserves the right to interview and appoint before the closing date.