

# WAVERLEY CHRISTIAN COLLEGE Inc

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## Position Description

<b>Position:</b>	Deputy Head of Primary
<b>Campus:</b>	Narre Warren South
<b>Employment Status:</b>	FTE 1.0
<b>Reports Directly To:</b>	Head of Primary

### Role

As delegated by the Head of Primary, the Deputy Head of Primary will provide leadership to and oversee the day-to-day management of the staff, staff teams, team leaders, students, and activities of the Primary School. The Deputy Head of Primary reports directly to the Head of Primary and is a member of the Primary Leadership Team. The Deputy Head of Primary will be an outstanding practitioner and will have an allocated teaching role. As the College grows, the responsibilities of the role will also grow.

### Ministry Specifications:

#### General

- Deputise for the Head of Primary when necessary
- Provide input to policy, development and review as a member of the NWS Primary Leadership Team which consists of the Head of Primary, the Deputy Head of Primary, the Head of Teaching and Learning and Team Leaders
- Provide support to the Head of School in the participation of the staff recruitment process
- Provide support to the Head of School with respect to staff welfare in the Primary School
- Maintain a high professional standard among Primary staff
- Assist with Staff Development Reviews as delegated by the Head of School
- In conjunction with the Head of Teaching and Learning, contribute to the New Staff Induction Program as delegated by the Head of School
- Together with the Head of School and the Head of Teaching and Learning, meet regularly with Team Leaders
- Assists with enrolment interviews
- This position currently includes approximately 0.3 FTE teaching allocation.

#### Students

- Oversee student welfare and behaviour management, in conjunction with the Staff Team Leaders and Student Wellbeing Coordinators
- Ensure adherence to the College's Behaviour, Uniform and other Student related policies, and supervise appropriate surveys etc., including Year 3-6 Bullying Survey
- In conjunction with relevant staff, organise and oversee student leadership, and Primary Student Representative Council (PSRC). This includes but is not limited to:
  - Promoting student excellence and the recognition of student achievement
  - Promoting co-curricular activities and leadership opportunities to the students
- In conjunction with Senior Primary Team Leader or Year 6 Coordinator, to assist, mentor and encourage Student Leaders in their role

- Liaise with Primary LEAPS coordinator in ensuring individual student needs are addressed from a welfare and behavioural perspective

### **School Activities**

- Daily management of the Primary School, including:
  - Addressing parental concerns
  - Assist Head of Primary with school assemblies
  - Attendance and assistance in Chapel
  - Assist with staff devotions and prayer and contribute to staff and parent meetings as appropriate
  - Attend to parents matters, including communication, and handling meetings, enquiries, complaints, and concerns
  - Interview parents or attend interviews conducted by teachers, as required
  - Develop and maintain productive relationships with students, staff and parents
  - As delegated by the Head of School, assist with the arranging and conducting of Special Events / Activities
  - Coordinate class parent helpers training and placement

### **Inherent Requirements of the Position**

#### **Teaching Staff - General**

- Contribute proactively to a culture of child safety
- Prolonged periods of standing
- Voice projection
- Some bending, crouching and stretching
- Standing tasks requiring twisting and turning
- Ability to administer first aid
- Occasional lifting and carrying
- Using computer for prolonged periods of time
- Able to work in an outdoor environment and differing weather conditions, including camps, excursions, yard duties, etc.

### **Occupational Health and Safety Responsibilities**

- Ensure, so far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards via the reporting system on the Staff Portal as soon as possible.

### **Administration / Duties**

As part of your teaching role, you are expected to participate in a range of duties beyond these responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Attendance at school meetings and staff devotions
- Official functions within school time (assemblies, chapel, concerts, sports events)

- Official functions outside of normal school hours e.g. presentation night, Parent BBQ's
- Professional Development days, Staff Retreat, end of year Staff Luncheon
- Parent-Teacher Interviews
- Participation in the General Working Bee
- Excursions, camps, competitions and other relevant curricular and co-curricular activities

**College expectations of you include:**

- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code
- Undertake yard and other supervision duties as required, and exercise responsibility for the welfare of students

Some duties will need to be performed at times other than during the school day or when students are in attendance, including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.

**Other Key Relationships**

- Head of Campus
- Primary Head of Teaching and Learning (HoTL)
- Primary Team Leaders
- Primary Learning Enrichment and Program Support (LEAPS) Coordinator
- Student Wellbeing Coordinators