

WAVERLEY CHRISTIAN COLLEGE Inc

1248 High Street Road, Wantirna South Vic 3152
college@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 9871 8600
20 College Drive, Narre Warren South Vic 3805
nws@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 8765 7700



ABN: 48 847 193 961
Reg No: A0018722X

Duty Statement

Name:

Position:

Deputy Head of Secondary

Campus:

Wantirna South

Employment Status:

FTE 1.0

Reports Directly To:

Head of Secondary

Role

Students

The Deputy Head of Secondary's primary responsibility is students including their pastoral care, behavior and learning, together with the organisation and management of student programs and activities. This role involves leading a team of Year Level Coordinators (YLCs) and working closely with the Head of Secondary to ensure the successful operation of the sub school.

Staff

The Deputy Head of Secondary is also responsible for supporting the delivery of all aspects of the curriculum and extracurricular program. The role involves working closely with the Head of Secondary and collaborating with staff responsible for the various aspects of managing the Secondary School, including the Head of Teaching and Learning (Secondary), Heads of Department, the VCE Coordinator and Secondary Timetabler.

MINISTRY SPECIFICATIONS

- In conjunction with the Head of Secondary, provide leadership to, and the day-to-day management of, the students, staff, curriculum and activities of the Secondary School
- Deputise for the Head of Secondary (HoS) on the Senior Management Team (SMT), when necessary
- Selection of new teaching and support staff for the Secondary School (in conjunction with the HoS)
- Provide input to policy, development and review as a member of the WS Secondary Leadership Team (SLT)
- Maintain a high professional standard among the teaching staff

Staff

- Assist in the support and welfare of Staff in the Secondary School
- Contribute to the selection of new teaching and support staff for the Secondary School (in conjunction with the HoS)
- Contribute to the preparation of Teacher allocations (in conjunction with the HoS, HoTL, HoDs and Timetabler)
- Contribute to the Staff Development Review (SDR) process and conduct SDRs as appropriate with direct reports
- In conjunction with the Timetabler, coordinate the Yard Duty roster for Secondary Staff

- Oversight of staff adherence to the College's Yard Duty Policy
- Coordination of various other staff rosters
- House allocation of staff
- Support the Head of Secondary with all major events including the Secondary Presentation Evening ensuring appropriate staff and student involvement
- Be responsible for Student Attendance matters and ensure staff are supporting policies and procedures related to student attendance.
- Attend, contribute to and at times, conduct staff meetings
- Conduct / facilitate parent meetings as required
- Support the Head of Secondary with the delivery of Parent-Teacher Interviews
- Assist staff in change management, particularly related to technology innovation
- In conjunction with IT staff, communicate issues and improvements associated with IT infrastructure
- Coordination of internal Secondary Staff PD Events (e.g. First aid, Anaphylaxis etc., in conjunction with School Nurse)
- Assist with the management, care and upkeep of grounds and Secondary buildings
- Contribute to the preparation, coordination and management of various related events and activities (including but not limited to):
 - First and Last day of year and term programs for staff
 - New Staff Orientation (in conjunction with the DoTL and HoTL)
 - Open Morning including the organising of student leaders
 - Staff events and activities involving the Parent's Association

Students

- Conduct new student enrolment interviews (as required)
- Be responsible for integration of new students into the College environment
- Support and ensure student and staff compliance with all aspects of our Student Attendance Policy as it relates to Secondary Students.
- Oversee student welfare and discipline (in conjunction with YLCs and Student Wellbeing)
- Working with the YLCs and Student Wellbeing Coordinators, to ensure adherence to the College's Behaviour, Uniform, Discipline and other student related policies
- Manage student behavioural processes and protocols
- Assist the YLCs and HoS with the investigation of serious student matters and provide support to students and staff in resolving them.
- Follow up the College bullying survey with YLCs and report back to College Leadership
- Promote student excellence and the recognition of student achievement
- Promote co-curricular activities, scholarships and leadership opportunities to students
- Oversight and coordination of the Secondary House Activities Program
- Coordinate and oversee the selection of student leaders
- Conduct weekly meetings for the Year 12 Student Leaders and the coordination of relevant staff who support this group
- Assist, mentor and encourage House and School Captains in their role
- Preparation, coordination and management of the various student related events and activities, including but not limited to:
 - First and Last day of year and term programs for students
 - Student Orientation Day
 - Student Photo Days
 - Events and activities involving the Parent's Association

- Camps and Year Level excursions
- Support YLCs and Student Wellbeing Coordinators in the coordination and running of Year Level Seminars and Assemblies
- Manage fundraising events
- Contribute to the organisation of the Secondary Presentation Evenings
- Oversee the preparation of the Student Diary
- Oversee Homegroup Teacher allocation
- Coordination of the Secondary Assembly and House Meeting Calendar
- Assist with the management, care and upkeep of grounds and Secondary buildings

Support of the daily management of the Secondary School, including:

- Addressing parental concerns
- Approval of external communications
- Overseeing Daily Organisation in terms of CRTs, staffing matters, exam timetables, and major events.
- Attendance and involvement in Chapel
- Meet regularly as a member of the SLT
- Meet regularly and contribute to Staff Meetings
- Liaise with LEAPS department about required communication with Secondary Staff