

# WAVERLEY CHRISTIAN COLLEGE Inc

1248 High Street Road, Wantirna South Vic 3152  
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20 College Drive, Narre Warren South Vic 3805  
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ABN: 48 847 193 961  
Reg No: A0018722X

## Position Description

**Position:** Secondary Teacher  
**Campus:** Wantirna South  
**Employment Status:** FTE  
**Reports Directly To:** Head of Secondary

## Role

The quality of the teacher is the single-most important in-school factor influencing outcomes for students. Secondary Teachers at Waverley Christian College will:

- “Educate a generation of young people that will impact their community, our nation and the world for the Lord Jesus Christ.”
- Take responsibility for the pastoral and academic progress of each individual student in their care; actively engaging them in the learning process and using a variety of effective teaching strategies in providing a differentiated learning environment.

## Ministry Specifications:

### Pastoral Care of Students:

- Exercise a particular pastoral responsibility for students and most particularly in Home Group
- Know students well, including their diverse academic, linguistic, cultural and social backgrounds
- Provide an example, guidance and encouragement in the development of students' Christian character and social and emotional wellbeing
- Work with senior colleagues, support staff and agencies in ensuring student well-being and safety are paramount
- Partner with parents/caregivers in supportive ways using effective means of communication
- Show sensitivity toward students experiencing personal, social, or self-management issues and liaise with relevant colleagues
- Employ appropriate behaviour management strategies to ensure a safe, orderly and success orientated learning environment, addressing discipline issues promptly, fairly and respectfully
- Lead and organise regular class devotions
- Follow up students in regards to lateness and absences

### Professional Knowledge and Practice:

- Take responsibility for the teaching of designated subjects in accordance with the College's curriculum programs, and the Australian Curriculum Framework and State Curriculum requirements

- Know the content of subjects and curriculum, and understand the fundamental concepts, structure and enquiry processes relevant to the programs taught
- Ensure course documentation meets the requirements of the Victorian Registration and Qualifications Authority
- Incorporate biblical principles and perspectives into the curriculum
- Structure lessons to meet the learning needs and cognitive and social development of students
- Understand what constitutes effective, developmentally appropriate strategies in learning and teaching programs and use this knowledge in teaching practices i.e. differentiated programs, direct teaching, clear learning intentions, feedback, formative assessment, higher order thinking skills, integration of digital technologies
- Keep abreast of current developments in educational thinking, curricula and teaching practice
- Develop students' literacy and numeracy within their subject areas, and use information and communication technology to contextualise and expand students' modes and breadth of learning
- Create, with students, a highly stimulating productive and positive learning environment which stimulates learning and promotes excellence
- Evaluate all aspects of teaching practice to ensure they are meeting the learning needs of students
- Establish and achieve high expectations of students in relation to engagement with learning, work standards, behaviour, manners and self-management

#### **Professional Engagement:**

- Support College-wide and sub-school priorities in terms of curriculum and professional development
- Maintain high quality, positive and effective working relationships with colleagues, contributing to team plans and programs
- Demonstrate respect and professionalism in all interactions with students, colleagues, parents and the community
- Value opportunities to engage with the school community within and beyond the classroom to enrich the educational context for students
- Ensure that all areas of the relevant Professional Standards are being undertaken on a consistent basis
- Model effective learning by identifying own learning needs and analyse, evaluate and expand professional learning, both collegially and individually
- Contribute to the professional development of other staff members within the school by sharing knowledge, ideas and resources, and working as a member of a team
- Actively participate in and complete all aspects of the College's Staff Development Review process each year
- Plan learning programs and analyse student progress and achievement with year level colleagues
- Support the HoTL by assisting with programming and development of assessment
- Liaise with the LEAPS Coordinator in ensuring individual student needs are addressed and if possible, catered for
- Supervise student teachers as required
- Support the Year Level Coordinator, providing input on pastoral care matters, booklists, excursion proposals, development of classroom resources, and other relevant matters

## **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 classroom 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, first day for all staff, 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:**

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code
- The ability to carry out all administrative practices at the classroom level in a competent and professional manner. This covers, but is not limited to, keeping accurate Attendance Records, distribution of notices and newsletters, organization of resources, and care of furniture and property

- Accurately and appropriately complete all tasks of planning, evaluation and record keeping
- Maintain accurate records of student achievement including student profiles
- Provide a comprehensive 'hand over' of each student's performance/progress/needs to the following year's teacher
- Provide high quality reports to parents, both oral and written, and respond appropriately to written communiques
- 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**

- Staff Team Leader
- Secondary Head of Teaching and Learning (HoTL)
- Secondary Learning Enrichment and Program Support (LEAPS) Coordinator
- Student Wellbeing Coordinator
- Head of Campus

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## Duty Statement

<b>Position:</b>	Drama Coordinator
<b>Campus:</b>	Wantirna South
<b>Reports Directly To:</b>	Head of Teaching and Learning
<b>Responsibility Allowance:</b>	
<b>Time Release:</b>	4 periods per two-week cycle, plus additional allowances for production, script writing and ensembles
<b>Tenure:</b>	1 year

## Role

The Drama Coordinator (DC) will be responsible for the oversight and development of the Secondary Drama Program, including all extra-curricular Drama events. Whilst having an active teaching role, the DC will adopt administrative and leadership responsibilities that complement the work of the Senior Management Team (SMT) of the College. It is expected that the DC will display and develop his or her leadership skills and act as a resource and as a professional support to the team. They will work closely with the Head of Secondary (HOS) and Head of Music (HOM) to ensure that a quality Drama program is delivered.

## Ministry Specifications

### Coordination Responsibilities

- Manage the duties of the Productions Assistant and assist with sequencing their work
- Coordinate the Secondary Drama Program in collaboration with the HOS and HOM
- Manage and oversee performances, productions, and extra-curricular Drama programs in the Secondary Sub-school (Wantirna South)
- Direct Secondary Productions
- Liaise with HOM in the selection of Secondary Musical Productions
- Manage the Secondary Production program
- Be an exemplary teacher and mentor within the classroom
- Complete all relevant administration in conjunction with the Productions Assistant
- Develop and grow the drama curriculum
- Working with the HOS, ensure the Drama program and the College Calendar are selected and sequenced appropriately
- In the capacity of DC attend and contribute to Head of Department meetings
- Liaise with Property Services Staff in a timely manner regarding work requirements for performances, productions and extra-curricular programs
- Conduct regular team meetings (i.e. fortnightly) and circulate minutes of such meetings
- Prepare and maintain annual curriculum budget(s) pertaining to subject areas within the team, in conjunction with the Director of Teaching and Learning (DoTL)
- Utilise the College Performing Arts Captains in relevant Drama events