

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

Position Description

Position:	SPARC Coordinator
Campus:	Narre Warren South
Employment Status:	FTE 0.4
Reports Directly To:	Director of Learning Support
Direct Reports:	SPARC Teachers & SPARC Learning Support Assistants

Ministry Specifications:

The Supported Program of Applied Readiness for Community (SPARC) Coordinator is responsible for the oversight, coordination, and management of the SPARC program, staff and students. They work closely with the Director of Learning Support, the Deputy Head of Secondary and the Head of Secondary to coordinate the implementation of the SPARC Program for Secondary students with disability.

General Responsibilities:

- Oversee all events, issues and needs affecting the SPARC program, teachers, parents, and students.
- Work with the SPARC Teachers and Deputy/Head of Secondary regarding including student welfare and discipline issues and communicate with the parents regarding the outcome of discipline issues
- Respond to student referrals and enrolment enquiries, including attending enrolment interviews, and organising screening and recommendations, in consultation with the Director of Learning Support.
- Ensure accurate record taking and maintenance, including recording incidents on SEQTA, NCCD evidence documentation, meeting minutes, and other documentation requirements as applicable
- Coordinate and oversee regular Student Support Group (SSG) meetings with parents, learning support staff, key teachers, and any relevant allied health professionals and ensure the dissemination of minutes and other relevant communication.
- Provide input and coordinate the development of student Individual Education Plans (IEPs) including preparation for reporting in collaboration with SPARC staff and the SSG group
- Ensure effective and timely communication with SPARC parents on routine matters and events
- Liaise with other school staff regarding relevant matters and SPARC needs.
- Oversee the planning and coordination of excursions, camps, events and work placements.
- Oversee coordination of NDIS support carers where necessary
- Coordinate visits and liaise with allied health professionals, gathering feedback and strategies for SPARC students.

- Oversee liaison with allied health professionals and implementation of strategies and recommendations, and ensure these are communicate these to SPARC staff
- Manage the budget and the ordering, maintenance and storage of equipment
- Coordinate the transition of students into and out of the SPARC program.
- Monitor and manage Secondary and year level events and excursions and make appropriate arrangements for SPARC students
- Liaise with relevant staff (e.g. HoTL and Timetabler) in the facilitation of SPARC students participating in mainstream classes as applicable
- Support the SPARC Home Group teacher with pastoral care of SPARC students
- Keep abreast of developments in special education, vocational training, post-secondary training and education, and employment trends for students with disability.
- Host staff from other schools who ask to visit and learn about the SPARC program, if required.

SPARC Team Leadership

- Oversee all SPARC Staff (LSAs and Teachers) and SPARC program delivery
- Liaise with the Head of School regarding SPARC team-related issues.
- Review SPARC policies, and other documentation relevant to the SPARC teaching team in conjunction with the Director of Learning Support
- Prepare for and lead regular team meetings and arrange for minutes to be taken and distributed
- Promote the general progress and wellbeing of students in SPARC
- Ensure consistency of assessment and reporting policies of the SPARC program and subject areas.
- Distribute relevant professional development regarding students with disability, appropriate educational outcomes, and teaching methods in conjunction with the Director of Learning Support.
- Oversee and manage timetabling and LSA staffing requirements (yard duty roster, LSA timetables, lunchtime clubs, etc.) in conjunction with the Learning Support Coordinator.
- Organise casual LSA cover for absent LSAs and ensure that Casual Relief Teachers and casual LSAs are briefed on the students and lessons to be covered.

SPARC Curriculum & ASDAN Certification

- Oversee the development of all courses of study and associated curriculum documentation and implementation by the SPARC teaching team and ensure it is compliant and up-to-date.
- Review and develop policies, records, and other documentation relevant to curriculum and SPARC teaching staff in conjunction with the Director of Learning Support
- Oversee audit requirements for the ASDAN program.
- Oversee and monitor the progress of SPARC students
- Assist and support SPARC teachers with teaching and learning strategies and planning to suit the diverse needs of SPARC learners.
- Develop and manage the annual SPARC curriculum budget in conjunction with the Director of Learning Support
- Oversee the SPARC graduation process and celebration arrangements.
- Oversee liaison between SPARC staff and parents regarding career, study, and work placement programs that are accessible pathways for SPARC students.
- Liaise with relevant parties to facilitate student curriculum pathways where applicable
- ASDAN, VPC, VCE-VM

Skills Required to Perform the Role

- Proficient in MS Office Suite and the College's LMS and other software (for example, SEQTA, MagiQ, etc.)
- Organisational skills including coordinating multiple events and activities and managing calendars in conjunction with the school's program
- Record keeping, including documentation of conversations and support provided
- Strong Communication skills
- Effective written communication
- Leadership skills to coordinate the team and program
- Teaching proficiency, and knowledge of sector-specific details to support students with a disability to access education
- High standards of confidentiality and professionalism

Inherent Requirements of the Role

Teaching Staff – General

- Contribute proactively to a culture of child safety
- Prolonged periods of sitting
- Using a computer for a prolonged periods of time
- Some repetitive actions (e.g. stapling, hole punching, collating)
- Occasional lifting, food handling and preparation
- Ability and license to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning

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

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

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

- Participation in relevant meetings
- Attendance at the first day for staff, Staff Retreat and end of year function

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