

WAVERLEY CHRISTIAN COLLEGE

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: 48 847 933 961 Reg No: A0018722X



Position Description

Position:	Primary General Assistant
Campus:	Narre Warren South
Employment Status:	FTE 0.53
Reports Directly to	Head of Primary

Role

The Primary General Assistant provides general assistance of a supportive nature for teaching staff as directed.

Ministry Specifications

Responsibilities

- To assist the Primary teachers with the Language program
- To assist teachers with laminating, photocopying, etc.
- To assist students with activities as directed by the classroom teacher
- To assist classes on excursions, in-house activities, etc.
- To participate in other duties as directed by the Head of School

Professional Duties

- Model exemplary classroom practice when supporting students
- Promote the general progress and well-being of individual students, and of any group of students assigned
- Participate in school wide activities wherever necessary e.g., lunch/recess student supervision, student monitoring, etc.
- Actively pursue best practice in area of responsibility

Inherent Requirements of the Position

Learning Support Assistants / Assistants

- Contribute proactively to a culture of child safety
- Some bending and crouching
- Standing tasks requiring twisting and turning
- Prolonged periods of standing
- Some repetitive actions
- Able to work in an outdoor environment and differing weather conditions
- Ability and license to drive College cars for specific roles

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work 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

Administration/Duties

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

- Participation in relevant meetings and in house professional development activities
- Attendance at the first day back for staff, Staff Retreat and end of year function
- Attendance at the General Working Bee
- Undertake Yard Duties as required
- Attendance at School Concerts, Presentation Nights

Other Key Relationships