

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: 48 847 193 961 Reg No: A0016722X



Position Description

Position:	Primary Teacher - EAL
Campus:	Wantirna South
Employment Status:	FTE 0.5
Reports Directly To:	Head of Primary / EAL Coordinator

Role

The Primary EAL Teacher works with the Director of Learning Support and Classroom Teachers in providing direct support for EAL students, and ensuring that they are able to obtain both spoken and written skills in English.

Ministry Specifications

Responsibilities

- Provide specific, targeted teaching of English to small groups of students based on identified EAL needs (this may be in-class or on a withdrawal basis)
- Plan, implement, monitor and evaluate teaching programs for EAL students in conjunction with the classroom teachers
- Use a wide range of literature, language games, technology and audio-visual aids when planning student's programs with a strong emphasis on dialogue and role-playing
- Use many different strategies to meet the needs of students and assist them in the learning process
- Facilitate collaborative teaching and planning with the classroom teacher for students who require modification to the curriculum
- Identify ESL students by assessing their English language competence and prioritising their need for English learning support
- Regularly monitor students and write reports on their progress
- Ensure a high standard of record keeping in relation to EAL students (maintain records of departmental discussions and decisions, student assessments, Parent Support Group meetings and review procedures)
- Assist individual and small groups of students with social and organisational skills
- Attend Parent Teacher Interviews with Classroom Teacher as required, and Program Support Group meetings to discuss student's progress
- Provide professional advice, support and mentoring to classroom teachers on:
 - how best to cater for the diverse learning needs of EAL students in their classrooms
 - how to effectively work in partnership with families to maximise learning opportunities for students at school and at home
- Suggest, create and provide resources for the classroom teacher in dealing with EAL students
- Provide relevant information to the Director of Learning Support about students for the preparation of AISV funding applications
- Liaise with the Director of Learning Support, Teachers, Counsellors and Parents regarding individual student needs

Professional Duties

- Model exemplary classroom practice when tailoring learning for students with EAL needs
- Attend staff and team meetings to discuss student's progress, curriculum, pastoral and other matters
- Promote the general progress and well-being of individual students and of any group of students assigned
- Participate in school wide activities (e.g. lunch/recess student supervision, student monitoring)
- Develop and maintain an up-to-date knowledge of current thinking and major initiatives by attending courses to develop professional skills

General

- Work in a co-operative and flexible manner, and maintain good working relationships with other colleagues of the school team
- Undertake such additional duties as might be reasonably requested by the Head of Primary or Director of Learning Support
- To incorporate biblical perspectives into the curriculum
- To ensure all OHS guidelines are complied with
- To actively pursue best practice in the areas of responsibilities, through professional development

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
- Exercising pastoral care support for students as appropriate to the role
- Provide an example, guidance and encouragement in the development of students' Christian character, social and emotional wellbeing as appropriate to the role
- Attend, support and be comfortable in leading (in rotation with other staff) times of corporate staff and small group Christian devotions, worship, Staff Retreat, Chapel, prayer and reflection.
- 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

- EAL Coordinator
- Deputy Head of Primary
- Primary Head of Teaching and Learning (HoTL)
- Primary Learning Enrichment and Program Support (LEAPS) Coordinator
- Student Wellbeing Coordinator
- Head of Campus