

WAVERLEY CHRISTIAN COLLEGE

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: AOO18722X



Duty Statement

Position:	Secondary Head of Department (English)
Campus:	Narre Warren South
Reports Directly To:	Head of Secondary
Time Release:	10 periods per two week cycle
Tenure:	1 year

Role

The Head of Department (HoD) will be responsible for developing and maintaining a team committed to optimising the teaching and learning of the relevant academic areas that are represented by staff within that team. Whilst having an active teaching role, the HoD will adopt administrative and leadership responsibilities that complement the work of the Senior Management Team (SMT) of the College. It is expected that the HoD will display and develop his or her leadership skills and act as a resource and as a professional support to the team.

Ministry Specifications

Management Responsibilities:

- 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)
- Liaise with College's SMT on team-related issues
- Oversee the acquisition, maintenance, control and storage of equipment and resource materials used within and by the teaching team
- Maintain an organised teaching and learning environment for all staff and students within the teaching team
- Maintain courses of study and associated documentation in conjunction with the DoTL
- Maintain all relevant policies, records and other documentation relevant to the teaching team
- Promote the academic interests of the teaching team and its staff and students (e.g. by displaying work, entering external competitions, facilitating careers workshops or presentations in conjunction with the College's Careers Teacher, etc.)

Students Responsibilities:

- Provide the best possible learning environment for the students within the teaching team
- Monitor the progress of students in subjects administered within the teaching team
- Ensure students understand and follow the College's behaviour and discipline requirements
- Assist with the identification of students with special learning needs and liaise with the Learning Enrichment and Program Support (LEAPS) Team regarding the same
- Oversee the academic provisions and modifications for students with special learning needs

Staff Responsibilities:

- Maintain positive morale and professional support within the teaching team
- Leading the teaching team's staff devotions
- Assist teachers with the preparation and planning of lessons, where needed
- Ensure staff are aware of and are utilising, departmental resources within the teaching program
- Ensure that teaching staff consistently and correctly use the College's assessment and reporting policies as they pertain to the subject areas within the teaching team
- Ensure teaching staff consistently and correctly implement the College's Student Management Procedures
- Assist and support staff within the teaching team with their classroom teaching and learning strategies
- Oversee the role of any support staff employed within the teaching team
- Ensure an equitable distribution of teaching team's workload amongst the staff within the team
- Visit classes within the teaching team as part of the Open Classroom program
- Mentor provisionally registered, new and existing staff, including non-teaching staff
- Conduct an annual staff development review with each team member
- Liaise with the College's SMT to ensure that all staff within the teaching team are professionally developed in a manner that is appropriate to the needs of the teaching team
- Assist staff with the correct interpretation and facilitation of current courses of study
- Oversee the placement and resourcing of student teachers as required by the Head of Secondary (HoS)

Curriculum Responsibilities:

- Ensure that all courses of study within the teaching team are maintained, reviewed and implemented regularly in accordance with the College's curriculum policy
- Advise the HoS, Head of Teaching and Learning (HoTL) and Timetabler of timetable needs, including subject blocking and staffing requirements
- Ensure the preparation of all necessary assessment and examination papers to the required standards and deadlines
- Liaise with other team leaders to ensure a balanced and integrated curriculum throughout the College and to ensure cooperation in the use of resources where appropriate

Authority

- To enact all areas of the above job description, in conjunction with the DoTL and the HoS as required
- To call regular meetings of the teaching team
- To attend the regular meetings of HoDs
- To regularly inspect and hold staff accountable for, the correct and thorough usage of daily work programs or lesson plans; assessment records, course outlines and other course documentation, examinations, reports and other administrative requirements as necessary, (inspect teacher SEQTA pages at least monthly)
- To require information from staff regarding the progress of students.
- To recommend support action with a given teacher in their teaching team if necessary

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Position Description

Position: Secondary Teacher
Campus: Narre Warren South
Employment Status: FTE 1.0
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