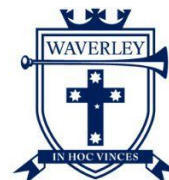


WAVERLEY CHRISTIAN COLLEGE

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Position Description

Position:	SPARC Coordinator
Campus:	Narre Warren South
Employment Status:	FTE 0.6
Reports Directly To:	Director of Learning Support

Role

The Supported Program of Applied Readiness for Community (SPARC) Coordinator is responsible for the leadership, coordination and effective operation of the SPARC program, including the support of its students, staff and associated administrative processes. The SPARC Coordinator works collaboratively with the Learning Support Leadership Team, Secondary Leadership Team, SPARC teachers, Learning Support staff, students, parents/carers, allied health professionals and external agencies to ensure the program is delivered effectively and that students with disability are supported to achieve positive educational and transition outcomes.

Ministry Specifications

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 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 pre-screening and enrolment interviews, conducting screening assessments and trial days, and making recommendations for student enrolment to 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
- Oversee the timely and appropriate implementation of student adjustments (academic, behavioral and social-emotional)
- Ensure accurate and timely documentation, collation and preparation of evidence for the NCCD in the four key evidence areas: assessed individual student need; adequate and appropriate adjustments; monitoring and review of adjustments; consultation and collaboration with caregivers.
- 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 Learning Plans (SLPs) and 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.
- Monitor Secondary school and year level calendar events and liaise with other relevant school staff to plan effectively for SPARC students and their participation in broader school programs, including relevant communication with SPARC staff and families.
- Liaise with relevant staff (e.g. HoTL and Timetabler) in the facilitation of SPARC students participating in mainstream classes as applicable.
- Oversee the planning and coordination of SPARC excursions, camps, events and work placements.
- Oversee coordination and scheduling of visiting specialists and NDIS support carers where applicable.
- Oversee liaison with allied health professionals and implementation of strategies and recommendations and ensure these are communicated to SPARC staff.
- Manage the budget and 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.
- 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 disabilities.
- Host staff from other schools ask to visit and learn about the SPARC program, if required.

SPARC Team Leadership

- Oversee SPARC Staff (LSAs and Teachers) and SPARC program delivery
- Liaise with the Head of School regarding SPARC team-related matters.
- Review SPARC policies, curriculum, and programs 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 and 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, e.g. 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, Microsoft Office, MagiQ, etc.)
- Organisational skills including coordinating multiple events and activities and managing calendars in conjunction with the school's program
- Attention to detail, including accurate and timely 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.

Key Relationships

- SPARC Teachers
- Secondary Learning Support Assistants
- Secondary Learning Support Coordinator
- Secondary Learning Support Administrator
- Administrative Assistant to the Director of Teaching and Learning
- Parents and teachers of students in the Learning Support Program