WAVERLEY CHRISTIAN COLLEGE
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ABN: 48 847 193 961 Reg No: A0016722X

Position Description

Position: Primary Teacher
Campus: Wantirna South
Employment Status: FTE 0.4
Reports Directly To: Head of Primary

Role
The quality of the teacher is the single-most important in-school factor influencing outcomes for students. Primary 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 rich learning experiences through the use of a variety of effective teaching strategies and differentiated instruction.

Ministry Specifications

Pastoral Care of Students

- Exercise a particular pastoral responsibility for students, most particularly those in the home class
- Know students well, including their diverse linguistic, cultural and social backgrounds
- Provide 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 and employing effective means of communication
- Show sensitivity toward students experiencing personal, social, or self-management issues
- Employ appropriate behaviour management strategies to ensure a safe, orderly and successful 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, the Victorian Curriculum, and other State and Federal curriculum requirements
- Know the relevant curriculum content 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 and apply effective, developmentally appropriate teaching and learning strategies; 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' skills and understandings in literacy and numeracy 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 curriculum and professional development priorities
- 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 so as to enrich the educational context for students
- Ensure that all areas of the relevant Professional Standards for Teachers 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
- Analyse student progress and achievement so as to inform learning programs and teaching approaches
- Support the HoTL by assisting with curriculum 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 Deputy Head of Primary, 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

- 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