

WAVERLEY CHRISTIAN COLLEGE Inc

1248 High Street Road, Wantirna South Vic 3152 | PO Box 395 Vermont Vic 3133
college@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 9871 8600 | Fax: +613 9887 3907

20 College Drive, Narre Warren South Vic 3805
nws@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 8765 7700 | Fax: +613 9705 9204



Position Description

Position:	Assistant to the Director of Teaching and Learning
Campus:	Wantirna South
Employment Status:	FTE 0.6 – 0.8
Reports Directly To:	Director of Teaching and Learning

Ministry Specifications:

Assistant to Director of Teaching and Learning

- Provide high level administrative support, complemented by high level skills with MS Office
- Provide personal administrative support to the Director of Teaching and Learning including diary management, drafting of correspondence, sourcing of information, organizing travel arrangements and catering, as required.
- Facilitate contact and meetings between the Director of Teaching and Learning and relevant parties as required
- Other support functions for the Director of Teaching and Learning
- Support to HOTL's
- Be flexible in taking on varied tasks
- Actively pursue best practice in the areas of responsibilities

Nationally Consistent Collection of Data on School Students with Disabilities (NCCD)

- Support teachers and LEAPS staff in the collation and dissemination of relevant reports and correspondence in preparation of individual professional learning plans
- Manage NCCD database
- Follow up regulatory and compliance requirements
- Prepare various reports for NCCD collection
- To ensure high level of data integrity and confidentiality

Inherent Requirements of the Position

Administration Staff

- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- Some repetitive actions (e.g. stapling, hole punching, collating)
- Occasional food handling and preparation
- Ability and licence 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 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 to the Bursar and Property Manager 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 clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Participation in 'in house' professional development activities
- Participation in relevant meetings
- Attendance at the first day for all 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.