

WAVERLEY CHRISTIAN COLLEGE Inc

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ABN: 48 847 193 961
Reg No: A0018722X

Position Description

Name:**Position:**

Director of Student Wellbeing

Campus:

Wantirna South

Employment Status:

FTE 0.6-1.0

Reports Directly To:

Head of Secondary

Director of Student Wellbeing

Role

The Director of Student Wellbeing's role is to inspire students to pursue the development of spiritual values and their Christian faith; and to provide pastoral care and counselling to the student body.

Ministry Specifications:

Role

- In conjunction with Home Group Teachers and Coordinators, provide pastoral care of students including counselling, referrals, and family conferences; and providing a link between the College, churches, community organisations and agencies
- Assist with coordinating social skills programs including conflict resolution, self-esteem, stress management, and anger management
- Input into the Personal Development Curriculum (Years 7 to 12)
- Contribute to the organization of Chapel services where applicable
- Develop spiritual leaders amongst the student body
- Provide opportunities for students to develop and explore their faith, including prayer and discussion groups
- Mobilise the student body for works of Christian service including support of missions organisations, charities and community organisations and promote missions and service opportunities to students
- Coordinate a parent support program
- Conduct lunchtime programs
- Connect informally with students during lunchtimes and recess
- Be involved in school camps, excursions and sporting programs
- Contribute to the Sub-School's Sex Education and Resiliency programs
- Organise visiting speakers to address students on issues including alcohol and drugs, sexuality, cybersafety, body image etc.
- Assist in conducting the annual Bullying Survey and any relevant follow up required.
- Being familiar with, and operating according to, all school policies and procedures in relation to student well-being
- Maintain accurate records of student counselling sessions and record these on SEQTA.

Inherent Requirements of the Position

Teaching Staff - General

- 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 to the Bursar and Property Manager 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.