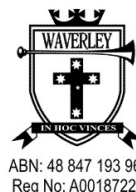


WAVERLEY CHRISTIAN COLLEGE Inc

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Position Description

Name:**Position:**

Head of Teaching and Learning (Primary)

Campus:

Wantirna South

Employment Status:

FTE 0.6

Reports Directly To:

Director of Teaching and Learning
Head of Primary

Role

The Head of Teaching and Learning (Primary) will be responsible for developing and maintaining strategies to optimise the teaching and learning of the Primary School. Whilst having an active teaching role, the Head of Teaching and Learning (HoTL) will adopt administrative and leadership responsibilities that complement the work of the Senior Management Team (SMT) of the College. The HoTL will work in collaboration with the Director of Teaching and Learning (DoTL) to ensure a cohesive approach to delivering curriculum across the College. It is expected that the HoTL will display and develop their leadership skills and act as a resource and professional support to the Primary Staff team.

The role has a time allocation of 3 days per week (FTE 0.6) and a teaching component of 2 days per week (FTE 0.4).

Ministry Specifications:

General

- Provide input to policy, development and review as a member of the WS Primary Leadership Team which consists of the Head of Primary, the Deputy Head of Primary and the Head of Teaching and Learning
- Work collaboratively with the DoTL and other HoTLs in the development of a cohesive curriculum across the College
- Monitor the appropriateness of assessment tools used within the sub-school and liaise with Head of Primary, DoTL and DLS to deliver a whole school assessment program
- Review assessment data including NAPLAN, ICAS competitions, etc. across the sub-school and initiating professional discussion and response to inform future outcomes
- Implement whole school curriculum initiatives in the context of the sub-school
- In conjunction with the Head of Primary, and the DoTL and HoTLs at NWS, coordinate assessment and reporting procedures within the Primary School including half year and end of year reports
- Oversee acquisition, maintenance, control and storage of curriculum related equipment and resource materials used in the sub-school
- Provide appropriate support to ensure efficiency of the Learning Enrichment and Program Support (LEAPS) in the Primary School
- Assist with the selection of new teaching and support staff for the Primary School (in conjunction with the Head of Primary and DHoP)
- Maintain positive morale and professional support of staff

- Provide relevant input to the construction of the Primary Timetable
- Conduct Staff Development Reviews as delegated by the Head of Primary
- Oversee the Specialist teachers who have no specific, designated Team Leader
- Together with the Head of Primary and Deputy Head of Primary Learning, meet regularly with Staff Team Leaders
- Attend all curriculum related meetings (e.g. HoTL meetings, Teaching and Learning Committee, etc.)
- Liaise regularly with Head of Teaching and Learning (Primary) at Narre Warren South to ensure consistency of communication and protocols

Professional Development

- Disseminate information regarding curriculum issues and professional development
- To be involved in planning and running whole school and sub school Professional Development Days as needed
- Liaise with DoTL to ensure that all staff are professionally developed in a manner that is appropriate to perceived needs and the Strategic Plans of the College
- Promote the academic interests of the teaching staff by encouraging best practice, rich learning environments, displaying of work, entering competitions and sharing ideas within the relevant year levels

Best Practice

- Lead staff in the review, development, documentation and delivery of curriculum
- Ensure that all work programs, term plans, timetables and units of work in SEQTA are maintained and reviewed
- Via Team Leaders evaluate all curriculum documentation used within the teaching team to ensure that it is consistent with the College's educational philosophy and Christian perspectives
- Maintain a high professional standard among the teaching staff
- Ensure staff continue to develop best educational practices in their classes and implement school curriculum initiatives
- Visit classes within the sub-school as part of an open classroom culture and support teachers to do likewise
- Conduct annual Staff Development Reviews (in conjunction with the Head of Primary) with teachers
- Be familiar with SEQTA and assist staff to maximise the use of SEQTA for their classes
- Coordinate professional learning teams and support staff in the development of evaluation of professional learning teams within sub-school.

Administration

- Update course information and curriculum guides in conjunction with the DoTL and administrative support
- Prepare Information Night materials
- Assist with the administration of NAPLAN, PAT, AGAT and other external assessments within the Primary School
- Implement whole school curriculum initiatives in the context of sub-school

- Oversee completion of sub-school online booklist in conjunction with the HoTL at the other campus and DoTL
- Participate in the preparation and management of curriculum budgets, Professional Development budgets and other budgets in conjunction with the DoTL, Head of Primary and Deputy Head of Primary
- In conjunction with the Year Level Team Leaders, monitor homework across all levels
- Provide appropriate support to Director of Learning Support with respect to enrichment programs including Maths Streaming

Liaison/Communication

- Participate and present at regular sub-school meetings in conjunction with the Head of sub-school
- Present information related to curriculum and subject selection at Parent Information evenings throughout the year
- Provide oversight to Learning Technologies Coordinator to ensure optimal learning and teaching
- Provide oversight to Critical and Creative Thinking Coordinator to ensure optimal learning and teaching
- Liaise with teachers to ascertain needs and help to develop solutions to those needs
- Liaise with Specialists teachers who have no specific, designated Team Leader
- Liaise with Learning Enrichment Program and LEAPS coordinator

New Staff, Student Teachers and Provisionally Registered Teachers (PRTs)

- Facilitate the New Staff Induction Program
- Liaise with institutions about WCCs expectations of pastoral references for prospective student teachers
- Interview prospective student teachers prior to matching them with a supervisor
- Manage the PRT VIT registration process (e.g. ensuring PRTs have mentors, attend VIT information sessions, are on track to present their folios, coordinator PRT VIT panels, submit final paperwork to VIT, etc.)
- Attend all curriculum related meetings (e.g. HoTL meetings, Teaching and Learning Committee, etc.)
- Attend meetings with DoTL, HoP, DHoP and Team Leaders within subschool
- Liaise regularly with Head of Teaching and Learning (Primary) at other campus to ensure consistency of communication and protocols

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, 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:

- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code
- 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

- Head of Primary
- Deputy Head of Primary
- Director of Teaching and Learning (DoTL)
- Primary Learning Enrichment and Program Support (LEAPS) Coordinator
- Chaplain