

# WAVERLEY CHRISTIAN COLLEGE Inc

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## Position Description

**Name:**

**Position:**

Head of Teaching and Learning (Primary)

**Campus:**

Narre Warren South

**Employment Status:**

FTE 0.7

**Reports Directly To:**

Director of Teaching and Learning

Head of Primary

### Role

The Head of Teaching and Learning (Primary) (HOTL) 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 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 professional practice component of 1 day per cycle/per fortnight (FTE 0.1); a total allocation of FTE 0.7.

## Ministry Specifications:

### General

- Provide input to policy, development and review as a member of the NWS 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 School, DoTL and DLS to deliver a whole school assessment program
- Review assessment data including NAPLAN, PAT and AGAT etc. across the sub-school and initiating professional discussion and response to inform future outcomes
- Implement whole school curriculum and professional development initiatives in the context of the sub-school
- In conjunction with the Head of Primary, the DoTL and HoTLs, support assessment and reporting procedures as they relate to curriculum, including Parent/Teacher Interviews, continuous feedback/reporting and half year and end of year reports
- Oversee acquisition, maintenance, control and storage of equipment and resource materials used in the sub-school
- Maintain positive morale and professional support of staff
- Provide appropriate support to ensure efficiency of the Learning Enrichment and Program Support (LEAPS) in the Primary School

- Assist as required in the selection of new teaching and support staff for the Primary School
- Provide relevant input to the construction of the Primary Timetable
- Provide input to policy, development and review as a member of the NWS Primary Leadership Team
- Conduct Staff Development Reviews as delegated by the Head of Primary
- Oversee the Specialist teachers
- Together with the Head of Primary and Deputy Head of Primary, 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 Wantirna 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, identifying professional learning opportunities, developing 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 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 encouraging 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 projects within sub-school.

### **Administration**

- Update course information and curriculum guides in conjunction with the DoTL and their Administrative Assistant
- Support in preparation of materials for Information Evenings
- 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 the sub-school
- Oversee completion of sub-school online booklist in conjunction with HoTL at WS 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 Team Leaders, monitor homework across all levels
- Provide appropriate support to Director of Learning Support with respect to enrichment programs

#### **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
- Liaise with teachers to ascertain needs and help to develop solutions to those needs
- Liaise with Specialist teachers who have no 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 reference 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, 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 sub school
- Liaise regularly with Head of Teaching and Learning (Primary) at WS 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.

- Proficient understanding of a learning management system and a range of software suites which enhance the delivery of curriculum in the classroom.

### **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.

**Other Key Relationships**

- Deputy Head of Primary
- Primary Learning Enrichment and Program Support (LEAPS) Coordinator
- Student Wellbeing Coordinator
- Head of Campus