

# WAVERLEY CHRISTIAN COLLEGE Inc

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## Position Description

**Name:**

**Position:** Kindergarten Teacher

**Campus:** Wantirna South

**Employment Status:** Casual

**Reports Directly To:** Head of Primary

### Role

The Kindergarten Teacher provides high quality learning in an environment which allows all students to flourish. The role of the Kindergarten Teacher is to foster a love of learning, sense of inquiry and promote student wellbeing.

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

### Responsibilities as Kindergarten Teacher:

- To be responsible for the teaching, nurture and administration of a Kindergarten class including curriculum development, student observations, parent/teacher interviews, assessment and reporting, student welfare
- To conduct appropriate activities (e.g. Art/Craft, SOSE, Mathematics, Science, English, Music, Physical Education, etc.) and excursions
- To maintain a written syllabus and work program
- To ensure regulations for National Quality Standards are adhered to, which are regulated by ACECQA.
- To develop appropriate operational policies in conjunction with management
- To incorporate biblical perspectives into the curriculum
- To actively pursue best practice in the areas of responsibilities, through professional development

### 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

#### **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 learning and teaching 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

- Analyse student progress and achievement so as to inform learning programs and teaching approaches
- Liaise with the LEAPS coordinator in ensuring individual student needs are addressed, and, if possible, catered for
- Supervise student teachers as required
- Support the Kindergarten Coordinator, if applicable, 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**

- 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 Business Manager 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
- 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 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

### **Other Key Relationships**

- Kindergarten Coordinator
- Deputy Head of Primary
- Primary Head of Teaching and Learning (HoTL)
- Primary Learning Enrichment and Program Support (LEAPS) Coordinator
- Student Wellbeing Coordinators