

WAVERLEY CHRISTIAN COLLEGE Inc

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ABN: 48 847 193 961
Reg No: A0018722X

Position Description

Position:	Head of Primary
Campus:	Wantirna South
Employment Status:	FTE 1.0
Reports Directly To:	Head of Campus

Key Responsibilities and Priorities

Ministry Specifications

Faith

- Honour God and seek His direction and wisdom in every area of school life
- Establish and maintain a strong Biblically-based atmosphere that guides all relationships, activities and conversations
- Engage students and staff in activities which enhance faith and builds biblical literacy (eg. Chapel Services and staff devotions)
- Uphold the Mission, Vision and Values of the College
- Be able to think strategically, and align one's own vision with that of the College

Leadership

- Provide and develop strategic, sustainable leadership and evidence-based decision making, and effective role modelling.
- Act as part of the Senior Management Team, providing leadership, strategic direction and oversight
- Empower Primary Team Leaders in taking an active role in the ongoing review, development and implementation of curriculum and activities
- Foster strong positive relationships with other like-minded schools
- Manage the Primary School budget and allocation of resources to Primary School activities
- Facilitate and lead appropriate staff meetings

Staff

- Develop productive teams with a high regard for community and wellbeing including:
 - Meeting regularly with the Deputy Head of Primary and Primary Head of Teaching and Learning and as part of the Primary Senior Leadership Team
 - Meeting regularly with the Primary Team Leaders to discuss leadership development, curriculum, priorities and management of the Primary School
 - Meeting regularly with the Head of Campus
 - Meeting regularly with the Head of Primary at the other Campus
 - Attending relevant committee meetings as required; eg: Teaching and Learning Committee, Risk Management Working Group, ICT Committee etc
- Take responsibility for, and be directly involved in, the appointment of teachers and support staff
- Prepare and annually review teacher allocations

- Oversee new staff induction including observations and appraisals
- Oversee new staff mentoring and registration process
- Embed a culture of professional growth, including the development of Individual Professional Learning Plans, Professional Learning Teams, approval of Staff professional development and ensure annual Staff Development Reviews are undertaken
- Oversee employment and use of Casual Relief Teachers (CRTs)
- Oversee wellbeing of staff
- Maintain a high professional standard among staff

Community

- Give high priority to relationships, ensure quality wellbeing and encourage an attitude of service
- Work in partnership with parents and staff to maximise school community involvement and satisfaction
- Ensure regular connection with key College relationships
- Facilitate, support and encourage community building activities such as school assemblies, curriculum and parent evenings, Mothers' / Fathers' Day stalls, Community BBQs and whole school events (eg. presentation nights and graduation ceremonies)
- Maintain an environment that ensures children feel safe and are safe
- Promote a transformational culture in student wellbeing and behaviour management
- Promote and encourage an active Parents' Association and parent volunteer support
- Oversee the Out of School Hours Care Program

Education

- Foster student engagement, develop quality teaching and learning, and increase student understanding and outcomes
- Have a strong understanding of current educational trends, practices and policies
- Oversee the College's Kindergarten
- Oversee curriculum development and review
- Lead and support the Primary ICT program, encouraging creativity and problem solving, in a safe and efficient environment
- Oversee the Learning Enrichment and Program Support (LEAPS) in the Primary School
- Oversee assessment and reporting
- Provide daily management of the Primary School including:
 - appropriate communication of College procedures and curriculum programs (eg: Parent and Student Information Booklet, Student Diary, Curriculum Guides etc)
 - addressing parental concerns
 - oversight and approval of excursions
 - approval of external communication
 - maintaining a high standard of uniform and a clean environment
- Conduct student enrolment interviews

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 the Primary School is 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
- Uphold the College staff dress code
- Accurately and appropriately complete all tasks of planning, evaluation and record keeping

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.

Key Relationships

- Senior Management Team
- Head of Campus
- Deputy Head of Primary
- Head of Teaching and Learning
- Student Wellbeing Coordinator
- Learning Technologies Coordinator
- Learning Support Coordinator
- Director of Learning Support
- Director of Teaching and Learning