

WAVERLEY CHRISTIAN COLLEGE Inc

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ABN: 48 847 193 961
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Position Description

Position:	Director of Teaching and Learning
Campus:	Wantirna South and Narre Warren South
Employment Status:	FTE 1.0
Reports Directly To:	Principal

Role

The Director of Teaching and Learning (DoTL) is responsible for supporting the implementation of the College's whole school curriculum initiatives and for the Professional Development Program of the College's teaching staff. The DoTL works collaboratively with the Heads of Teaching and Learning (HoTLs), Director of Learning Innovation and Technologies (DoLIT), the Director of Learning Support (DoLS), Deputy Principal (DP), Heads of Campus (HsoC) and Heads of School (HsoS). The DoTL is a member of the College's Senior Management Team

The DoTL has an in depth knowledge of the ethos of the College and the principles by which it operates and supports these without reservation.

In addition to maintaining a positive and progressive learning environment in the College, the DoTL works to ensure that the curriculum is Christ-centred and in harmony with the ethos and objectives of the College.

Ministry Specification

Curriculum

- To be responsible for and directly involved in all curriculum development and documentation, provision, assessment, evaluation and review
- To be responsible for the development, communication and promotion of the WCC Teaching and Learning Framework
- To be aware of all curriculum-related committees and to participate actively as necessary
- To oversee the College's use of SEQTA (WCC's LMS) as it relates to Curriculum Mapping, Assessment and Reporting
- To have oversight of for curriculum documentation, storage and dissemination via appropriate software including SEQTA (WCCs LMS) and Microsoft TEAMS, in conjunction with DoLIT and HoTLs
- To ensure the implementation and review of all Teaching and Learning, Assessment and Reporting, Curriculum, Student Learning Support, Library, EAL and International Student policies and procedures.

- To oversee the execution of all assessment and reporting timelines and procedures
- To liaise with external bodies (e.g. VCAA & VRQA) on curriculum matters
- To ensure that all curriculum policies (stored in the 'Curriculum Framework' Folder and documents are updated as necessary, meet the VRQA criteria for registration of the College and are appropriately filed
- To disseminate information regarding curriculum issues in conjunction with HoTLs
- To oversee VCE, VCE-VM, SPARC, LEAPS and HoTLs' production and revision of Course Information and Curriculum Guides , ensuring consistency across campuses
- To oversee Parent Information evenings related to curriculum issues and subject selection
- To chair the Teaching and Learning Committee (TLC) and other associated meetings
- To hold regular meetings with the HoTLs, DoLS and DoLIT
- To work with individual teachers/groups of teachers on curriculum development
- To oversee school involvement in exams and external tests (e.g. NAPLAN, ICAS etc.) that are administered by the Teaching and Learning group
- To present relevant sections of whole school items at Parent Information Evenings
- To create a Staff Induction program calendar and to administer this in conjunction with Heads of School and HoTLs of each sub-school with the assistance of relevant staff
- To oversee textbook lists and timeline in consultation with HoTLs, including approval of texts (involves reading of texts)
- To oversee the arrangements with the textbook supplier and DoLIT for students to purchase textbooks and booklisted online subscriptions
- To manage the Curriculum budget in conjunction with the HoTLs and Heads of School
- Oversee and support DoLS in the collection, review and submission of NCCD for annual census (excluding medical and student wellbeing data)
- As a member of the ICT Strategic Planning Committee, represent Teaching and Learning priorities
- In conjunction with the HoTLs, ensure compliance with any Distance Education programs operating

Professional Development

- Coordinate Whole School Professional Development days in consultation with the Senior Management Team (SMT), TLC and staff
- To ensure the implementation and review of the Professional Development process and associated policies
- To attend regularly at in-service and Professional Development Training Seminars to keep abreast of current educational trends, thought and practice
- To ensure staff are involved in appropriate professional development activities, membership of subject associations, etc.
- To promote professional development opportunities to staff through staff meetings, circulation of opportunities, information etc. via HoTLs
- As the CITE Alliance Coordinator at WCC, oversee the CITE program at WCC and attend relevant CITE meetings

General

- To recommend new policy and initiatives to the Deputy Principal
- To attend SMT meetings and function as a member of the School Executive
- To be responsible for overseeing the Library Manager, DoLS, DoLIT, HoTLs, Academic Assistants, EAL Coordinator and Personal Assistant to the DoTL
- To attend evening functions and meetings of a general nature connected with the College when appropriate
- To attend relevant network and other meetings out of College hours e.g. CSA HoTLs meetings
- To promote the use of student data to improve student performance
- To work collaboratively with the DoLIT and sub-school leaders of Learning Technologies to ensure the effective implementation and use of digital technologies throughout the College
- To participate in other duties as directed by the Principal
- To apply for funding for relevant Professional Development projects and to oversee the implementation of these

Inherent Requirements of the Position

Teaching Staff - General

- Contribute proactively to a culture of child safety
- 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 via the reporting system on the Staff Portal 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, organisation 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 Principal
- Heads of Teaching and Learning
- Director of Learning Innovation and Technologies
- Learning Enrichment and Program Support (LEAPS) Coordinators
- Director of Student Wellbeing
- Heads of Campus
- Staff Team Leaders/Heads of Department