

# WAVERLEY CHRISTIAN COLLEGE Inc

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## Position Description

<b>Position:</b>	Teaching Assistant (CITE Alliance)
<b>Campus:</b>	Wantirna South / Narre Warren South
<b>Employment Status:</b>	FTE 0.4 fixed term
<b>Reports Directly To:</b>	Head of Teaching and Learning, through the Mentor Teacher
<b>Level:</b>	Level 1 (first two years at Bachelor level) or Level 2 of the Educational Services (Schools) General Staff Award for second two years at Bachelor or Masters level, depending on experience and progressive improvement through the course and employment.

The purpose of this role is to provide a learning, training and mentoring support program for a student who is training to be a teacher through their university program in partnership with the Eastern College CITE Alliance program at either a Masters (entry to practice) or Bachelor level teacher program.

The Teaching Assistant will work under the direction of the Mentor Teacher. Over time they will work with classroom teachers to help build an effective learning environment and support the delivery of differentiated curriculum. The role will assist in meeting a variety of learning needs and styles and provide individualized or small group instruction. The classroom experience of the role will be coupled with experiences in other areas of a school environment. The classroom and broader experiences offered will form a central component of the Teaching Assistant's learning and development as part of a recognized tertiary course of initial teacher training.

## Responsibilities

The key responsibility areas of the Teaching Assistant role are:

Functional Area	Accountabilities and Responsibilities	Key Performance Indicators
<b>Christian Ministry and Character</b>	<ul style="list-style-type: none"> <li>Promote and embed the Christian vision and mission of CITE Alliance Victoria and Waverley Christian College</li> <li>Ensure that personal conduct, whether during and outside of working hours, is consistent with the Christian beliefs and practices of the school/college.</li> <li>Demonstrate a Christ-like manner in your relationships with other Pre-service Teachers, staff, students and parents within the school/college community.</li> <li>Carry out all duties in a Christ-like, professional, competent and conscientious manner while seeking suitable opportunities to improve knowledge and</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates Waverley Christian College values and Christ like character</li> <li>Can encourage children and colleagues in biblical principles, with bible verses and prayer</li> <li>Achieves academic goals by achieving academic passes in their subjects</li> <li>Does not damage the reputation of CITE</li> </ul>

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	<p>skills, including through participation in relevant professional development.</p> <ul style="list-style-type: none"> <li>• Work in partnership with CITE Alliance Victoria, WCC and Eastern College Australia (ECA) with a spirit of excellence.</li> <li>• Attend a minimum of 75% of ECA and Insight sessions unless approved otherwise by the Director, CITE Alliance Victoria.</li> <li>• Actively make progress towards the Australian Professional Standards for Teachers at a Graduate/Proficient Level</li> <li>• Consistently support teachers to record observations, reflections and target setting on SEQTA, with the support of the Mentor Teacher.</li> </ul>	<p>Alliance Victoria and Waverley Christian College.</p>
<b>Educational outcomes</b>	<ul style="list-style-type: none"> <li>• Collaborate with teachers to support the development of effective whole group practices, small group interventions, and individualised learning activities</li> <li>• Support teachers in assisting student learning under supervision</li> <li>• Support teachers in differentiating plans for students based on their unique learning profiles so that all students are engaged and challenged in learning</li> <li>• Assist teachers with tracking data to determine the learning progress of students</li> <li>• Assist teachers to promote an environment of critical thinking and academic rigor under instruction</li> <li>• Effectively support and lead small groups of students to achieve learning outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Assist and collaborate with the Mentor Teachers in an effective and supportive manner</li> </ul>
<b>Student Learning</b>	<ul style="list-style-type: none"> <li>• Effectively work with students with special needs</li> <li>• Gain increasing confidence in assisting student on an individual or small group basis in specific learning areas as directed by the Mentor teacher.</li> <li>• Assist with the communication between student/s and teachers, particularly the interpretation of instructions when required.</li> <li>• Emphasise the Class Teacher’s instructions and keep the student on task</li> <li>• Other duties as required</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in providing effective support of individual or small student groups as directed by Mentor teacher and in accordance with Individual Learning Plans</li> <li>• Assist in delivering content and instruction to students with purpose, passion, and a willingness to equip students to succeed</li> </ul>

Functional Area	Accountabilities and Responsibilities	Key Performance Indicators
<b>Student Assessment</b>	<ul style="list-style-type: none"> <li>• Assist in the assessment of students in key learning areas as directed by the Mentor teacher.</li> <li>• Assist in the monitoring and evaluation of programs and evaluation of individual student involvement and achievement.</li> <li>• Support the creation of accurate and confidential notes.</li> </ul>	<ul style="list-style-type: none"> <li>• Assessments completed in an accurate and supportive manner as directed by the Mentor teacher.</li> <li>• Approach practice with enthusiasm and a sense of purpose.</li> <li>• Monitoring and evaluation of programs and individual student involvement and achievement is accurate and timely as directed by the Mentor teacher.</li> </ul>
<b>Student wellbeing</b>	<ul style="list-style-type: none"> <li>• Assist with the monitoring and maintaining of student wellbeing and welfare, including that of students with special needs using their Individual Learning Plan</li> <li>• Assist with yard duty and the supervision of students during recess and lunchtime in playgrounds, on excursions, in sporting activities, assemblies, drills and emergencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Assistance to student wellbeing is supported in accordance with WCC policies and individual student Learning Plans</li> <li>• Yard duty assistance is provided and students are supervised as required and as directed by the Mentor Teacher</li> </ul>

## Qualifications

The qualifications required for this role are:

- Successful completion of VCE and confirmed entry to the Eastern College Teacher program at Bachelor level or
- Existing Bachelor degree in another discipline and confirmed entry to the Eastern College Master level teacher

## Experience

- Nil teaching experience is assumed on commencement however it is an expectation that experience will improve over time.

## **Inherent Requirements of the Position**

- Obtain enrolment and maintain satisfactory academic progress in **either** an ongoing Bachelor of Education course (up to four years) **or** Master of Teaching course (up to two years) at Eastern College Australia
- Contribute proactively to a culture of child safety
- Some bending and crouching
- Standing tasks requiring twisting and turning
- Prolonged periods of standing
- Some repetitive actions
- Able to work in an outdoor environment and differing weather conditions
- Ability and license to drive College cars for specific roles
- Proficient understanding of a range of software suites to enhance the monitoring, reporting and delivery of curriculum in the classroom.

## **Occupational Health and Safety Responsibilities**

- Ensure, so far as is reasonably practicable, that work 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 SCM as soon as possible

## **College Expectations**

- 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
- Exercising pastoral care support for students as appropriate to the role
- Provide an example, guidance and encouragement in the development of students' Christian character, social and emotional wellbeing as appropriate to the role
- Attend, support and be comfortable in leading (in rotation with other staff) times of corporate staff and small group Christian devotions, worship, Staff Retreat, Chapel, prayer and reflection.
- Upholding the College staff dress code

## **Professional Development**

- Actively make progress towards mastery of the Australian Professional Standards for Teachers (APST) at the Graduate level.
- Collaborate with and respond effectively to the guidance of the Mentor Teacher; notify the Mentor Teacher of absences in accordance with the school's leave policies and demonstrate punctual and professional conduct.
- Engage in the faith life of the school, including attendance at events such as staff devotions, worship and prayer meetings or equivalents.
- Consistently record observations, reflections and development targets on Mosaic, under the direction and support of the Mentor Teacher.
- Participate as fully as possible in school-based professional learning activities relating to the philosophy and practice of Christian Education.
- Where possible, engage with and participate in the co-curricular and social life of the school.

## **Administration/Duties**

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings
- Attendance at the first day back for staff, Staff Retreat and end of year function
- Attendance at the General Working Bee, School Concert, Sporting Events and Presentation Night