

WAVERLEY CHRISTIAN COLLEGE Inc

1248 High Street Road, Wantirna South Vic 3152
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ABN: 48 847 193 961
Reg No: A0018722X

Duty Statement

Position:	Head of Teaching and Learning (Secondary)
Campus:	Narre Warren South
Employment Status:	FTE 0.51 (22 periods per fortnight)
Reports Directly To:	Director of Teaching and Learning Head of Secondary

Role

The Head of Teaching and Learning (Secondary) will be responsible for developing and maintaining strategies to optimise the teaching and learning of the Secondary School. Whilst having an active teaching role, the Head of Teaching and Learning (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 as a professional support to the Secondary Staff team.

The role has a time allocation of approximately half HoTL and half as a teaching component.

Ministry Specifications:

General

- 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 liaising with Head of School, DoTL and Director of Learning Support (DLS) to deliver a whole school assessment program
- Review assessment data including NAPLAN, ICAS competitions, etc. across the sub-school and initiating professional discussion and response to inform future outcomes
- In conjunction with the VCE Coordinator, oversee the Coordination of VCE, Distance Education Studies, VET and VCAL
- In conjunction with the VCE Coordinator, be responsible for the implementation and oversight of external exams and VCE Induction Program
- In conjunction with the Head of School (HoS), support assessment and reporting procedures as they relate to curriculum, including Parent/Teacher Interviews and half year and end of year reports
- Maintain positive morale and professional support of staff
- Provide appropriate support to ensure efficiency of the Learning Enrichment and Program Support (LEAPS) in the Secondary School

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 HoS and 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, rich learning environments, displaying of work, entering competitions and sharing ideas within the relevant year levels

Best Practice

- In conjunction with the Team Leaders, lead staff in the review, development, documentation and delivery of curriculum
- Liaise with Team Leaders to ascertain needs and help to develop solutions to those needs
- Ensure that all work programs, term plans, timetables and units of work 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
- 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 Secondary) with teachers
- Be familiar with Waverley Online (SEQTA) and assist staff to maximise the use of SEQTA for their classes

Administration

- Update course information and curriculum guides in conjunction with the DoTL and their Administrative Assistant
- Work with the HoS in the preparation of Information Night materials
- Assist with the administration of NAPLAN, PAT, AGAT and other external assessments within the Secondary School (with administrative support from the Secondary Office)
- Implement whole school curriculum initiatives in the context of the Secondary School
- Oversee completion of sub-school online booklist in conjunction with HoTL at the other campus
- Participate in the preparation and management of curriculum budgets, Professional Development budgets and other budgets in conjunction with the DoTL and Head of Secondary
- In conjunction with Year Level Coordinators, monitor homework across all levels

Liaison / Communication

- Participate and present at regular sub-school meetings in conjunction with the Head of Secondary
- 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 LEAPS department about required communication with respect to exams conducted in LEAPS

New Staff, Student Teachers and Provisionally Registered Teachers (PRTs)

- Facilitate the New Staff Induction Program
- Liaise with institutions about WCC's 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, coordinate PRT VIT panels, submit final paperwork to VIT, etc.
- Attend all curriculum related meetings (e.g. HoTL meetings, Teaching and Learning Committee, ICT Committee, etc.)
- Meet regularly with the HoS
- Meet regularly with the DoTL
- Meet regularly with the other HoTLs
- Meet regularly with Staff Team Leaders
- Attend Learning and Teaching Committee Meetings as required
- Liaise regularly with HoTL (Secondary) at the other campus to ensure consistency of communication and protocols

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, 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

- Director of Teaching and Learning
- Deputy Head of Secondary
- Director of Learning Support
- Head of Campus
- Department Heads
- Daily Organiser

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Position Description

Position: Secondary Teacher
Campus: Narre Warren South
Employment Status: FTE 0.49
Reports Directly To: Head of Secondary

Role

The quality of the teacher is the single-most important in-school factor influencing outcomes for students. Secondary 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 the learning process and using a variety of effective teaching strategies in providing a differentiated learning environment.

Ministry Specifications:

Pastoral Care of Students:

- Exercise a particular pastoral responsibility for students and most particularly in Home Group
- Know students well, including their diverse academic, linguistic, cultural and social backgrounds
- Provide an example, 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 using effective means of communication
- Show sensitivity toward students experiencing personal, social, or self-management issues and liaise with relevant colleagues
- Employ appropriate behaviour management strategies to ensure a safe, orderly and success orientated learning environment, addressing discipline issues promptly, fairly and respectfully
- Lead and organise regular class devotions
- Follow up students in regards to lateness and absences

Professional Knowledge and Practice:

- Take responsibility for the teaching of designated subjects in accordance with the College's curriculum programs, and the Australian Curriculum Framework and State Curriculum requirements

- Know the content of subjects and curriculum, 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 what constitutes effective, developmentally appropriate strategies in learning and teaching programs and use this knowledge in teaching practices 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' literacy and numeracy within their subject areas, 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 priorities in terms of curriculum and professional development
- 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 to enrich the educational context for students
- Ensure that all areas of the relevant Professional Standards 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
- Actively participate in and complete all aspects of the College's Staff Development Review process each year
- Plan learning programs and analyse student progress and achievement with year level colleagues
- Support the HoTL by assisting with programming and development of assessment
- Liaise with the LEAPS Coordinator in ensuring individual student needs are addressed and if possible, catered for
- Supervise student teachers as required
- Support the Year Level Coordinator, providing input on pastoral care matters, booklists, excursion proposals, development of classroom resources, and other relevant matters

Inherent Requirements of the Position

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Other Key Relationships

- Staff Team Leader
- Secondary Head of Teaching and Learning (HoTL)
- Secondary Learning Enrichment and Program Support (LEAPS) Coordinator
- Student Wellbeing Coordinator
- Head of Campus