

WAVERLEY CHRISTIAN COLLEGE Inc

1248 High Street Road, Wantirna South Vic 3152
college@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 9871 8600

20 College Drive, Narre Warren South Vic 3805
nws@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 8765 7700



ABN: 48 847 193 961
Reg No: A0018722X

Position Description

Position:	SPARC Coordinator
Campus:	Narre Warren South
Employment Status:	FTE 0.600
Reports Directly To:	Director of Learning Support

Ministry Specifications:

The Supported Program of Applied Readiness for Community (SPARC) Coordinator is responsible for the organisation, oversight, coordination, and management of the SPARC and Victorian Pathways Certificate (VPC) programs, staff and students. They work closely with the Director of Learning Support, the Deputy Head of Secondary and the Head of Secondary. They work closely with and in support of the SPARC, teachers, learning support staff, students, parents, allied health professionals, and other providers of employment and education for students with disability.

General Responsibilities:

- Oversee all events, issues and needs affecting the SPARC program, teachers, parents, and students.
- Support the SPARC Home Group teacher with pastoral care of SPARC students
- Work with the SPARC Teachers and Deputy/Head of Secondary regarding including student welfare and discipline issues and communicate with the parents regarding the outcome of discipline issues
- Update relevant records of incidents on SEQTA
- Conduct regular program support group meetings (PSGs) with parents, learning support staff, key teachers, and any relevant allied health professionals. Ensure the dissemination of minutes and other relevant communication.
- Manage any issues that arise between LSAs and SPARC teachers and students.
- Provide NDIS letters of support on request.
- Liaise with other school staff regarding relevant matters and SPARC needs.
- Oversee the planning and coordination of excursions and camps.
- Respond to enrolment queries in conjunction with the Director of Learning Support.
- Participate in all enrolment interviews.
- Prepare for and run team meetings. Distribute minutes.
 - Monitor all year level excursions and communicate with parents when they are not relevant to SPARC students.
- Organise lunchtime activities for students - Lego, and Games club
- Arrange yard duty timetables for SPARC student supervision.
- Coordinate Learning Support Assistant (LSA) coverage in conjunction with LEAPS Coordinator
- Coordination of NDIS support carers where necessary
- Facilitate allied health professional visits.
- Ensure support carers and allied health professionals comply with yearly school induction requirements.

- Meet with allied health professionals, implement strategies and recommendations, and communicate these to SPARC teachers and LSAs.
- Coordinate the transition of students into and out of the SPARC program.
- Assist and support staff within the SPARC teaching team with teaching and learning strategies and the structure of lessons to suit the diverse needs of SPARC learners.
- Oversee the acquisition, maintenance, and storage of equipment and resource materials used within and by the SPARC team.
- Visit the specialist schools of part-time students and ensure that the student's individual educational goals correlate.
- Keep abreast of developments in vocational training, post-secondary training and education, and employment trends for students with disability.
- Oversee the resourcing of specific SPARC activities such as the SPARC cafe and shopping money.

SPARC Team Leadership

- Liaise with the Head of School regarding SPARC team related issues.
- Review SPARC policies, and other documentation relevant to the SPARC teaching team in conjunction with the Director of Learning Support
- Ensure staff consistently and correctly use the assessment and reporting policies of the SPARC program and subject areas.
- Visit classes within the SPARC teaching team.
- Liaise with SPARC teachers and the Director of Learning Support regarding budgets.
- Distribute relevant professional development regarding students with disability, appropriate educational outcomes, and teaching methods in conjunction with the Director of Learning Support.
- Liaise with HoLT, HoS and the Timetabler regarding timetabling and staffing requirements.
- Organise CRT coverage for absent teachers/LSAs. Ensure the teacher/LSA is briefed on the students and lessons to be covered.
- Host staff from other schools who ask to visit and learn about the SPARC program.

SPARC - Victorian Pathways Certificate Coordination {VPC}

- Oversee the development of all VPC courses of study and associated curriculum documentation by the SPARC teaching team.
- Review and develop policies, records, and other documentation relevant to the VPC and teaching staff in conjunction with the Director of Learning Support
- Ensure all VPC documentation is completed, maintained and compliant to VCAA standards
- Oversee audit requirements for the VPC program.
- Oversee and monitor the progress of SPARC students enrolled in VCE or VM subjects.
- Ensure students meet the requirements of the VPC.
- Develop an annual VPC budget in conjunction with the Director of Learning Support
- Liaise with the Careers Coordinator regarding relevant VET and other career and study pathway options and communicate these with students and their families.
- Develop local connections/partnerships to enhance the VPC program.
- Support the SPARC/VPC graduation process and celebration arrangements.
- Liaise with parents regarding career, study, and work placement programs that are accessible pathways for SPARC students.

Skills Required to Perform the Role

- Proficient in Microsoft Office Suite
- Ability to use College's LMS software, SEQTA, and budget software, MAGIQ.
- Organisational skills including coordinating multiple events and activities and managing calendars in conjunction with the school's program
- Record keeping, including documentation of conversations and support provided
- Strong Communication skills
- Effective written communication
- Leadership skills to coordinate the team, including creating meeting agendas and disseminating minutes
- Knowledge of sector-specific details to support students with a disability to access education

Inherent Requirements of the Role

Administration / IT Staff

- Contribute proactively to a culture of child safety
- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- Some repetitive actions (e.g. stapling, hole punching, collating)
- Occasional food handling and preparation
- Ability and licence to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning

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

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

As part of your employment, you are expected to participate in a range of duties beyond your own 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 for staff, Staff Retreat and end of year function

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.