

CONDITIONS OF EMPLOYMENT AT VICTORY CHRISTIAN COLLEGE

Student Management and Wellbeing

- Maintain Christian Ethos through devotions, Bible study and Prayer.
- Advise, guide, counsel and provide social, emotional, and spiritual support for all students in their homeroom.
- Support subject teachers by following up unresolved student concerns such as: student disciplinary matters, student welfare needs or ongoing issues with work habits.
- Submit Concern Forms on Compass, regarding unresolved issues with student learning or student wellbeing.
- Provide pastoral care and support for each student throughout the year.
- Monitor student semester reports and consult with staff and parents as required.
- Assist students to deal with personal problems e.g. bullying, friendship issues (involve Year Level Coordinator and Student Wellbeing Team where appropriate).
- Follow VCC processes in implementation of Individual Learning Plans, Emotional Wellbeing or Student Behaviour Plans for relevant students.

Planning, Organisation and Administration

- Establish strong communication links with parents to become an effective first point of contact.
- Come to know and value each student in their Homeroom Group. Be aware of particular needs, interests and aspirations of each student.
- Support each student to set SMART goals as part of the goal setting process each Semester.
- Develop and maintain a sense of community within the Homeroom Group.
- Build a team spirit and positive culture in the classroom.
- Engage in regular communication with parents and provide positive feedback, information about upcoming events, and homework tasks in weekly parent emails via Compass. (CC Anne Marie into weekly emails to parents)
- Assist the transition of new students to the College.
- Any other additional duties as designated by the College Principal and Deputy Principals.