



Saint Ignatius College Geelong

Role Statement

Education Support - Administration Officer - NCCD

Context

Saint Ignatius College, Geelong is a co-educational school located in a beautiful rural Bellarine landscape. It is proud of its unique position in the Geelong region where young men and women can work together in a vibrant learning community. A Jesuit Companion School of over 1400 students, our purpose is to form young people of competence, conscience and compassion. Saint Ignatius College Geelong is a Catholic Co-Education College and is governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:

- College's Catholic Ethos, College's Child Safe Policies and Procedures
- College's Ignatian Ethos, CECV Statement of Principles Regarding Catholic Education

Saint Ignatius Learning and Teaching Policy states:

At Saint Ignatius College staff will possess an understanding of their students, have a deep knowledge of the content that they teach and ensure best practice. This will be achieved through professional engagement with the College and wider community.

- Saint Ignatius College Staff will possess an understanding of their students
- Saint Ignatius College staff will have a deep knowledge of the content that they teach
- Saint Ignatius College staff will pursue best practice
- Saint Ignatius College staff will achieve this through professional engagement

Overview of the role

Administration Officer – Providing quality and efficient administrative support to the Learning Diversity Leader and other staff of the College as required

Direct report to:

Learning Diversity Leader - however is also one of the Administration Officers of the College and plays a pivotal role in serving all of the college community and is an integral member of the College Administration Team.

Key Responsibility Duties

The Administration Officer is responsible for providing administration support including but not limited to the following responsibilities and duties.

- Support the Learning Diversity Leader with the documentation and evidence required for the Nationally Consistent Collection of Data (NCCD). These include assessments, Personal Learning Plans (PLP) storage, Teacher NCCD evidence, PSG (Program Support Group) Minutes and wellbeing information and other relevant data.
- Liaise with parents regarding scheduling of meetings, follow up of documentation



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- Minute taking and distribution
- Organise regular LSO (Learning Support Officers) meetings
- Liaise with external stakeholders and providers to collect student information and reports
- Upload documentation to student learning profile
- Assist in the Maintenance of the NCCD database
- Assist the Learning Diversity Team with letters, documents and presentations as required
- Maintain confidentiality and privacy of student and family information
- Maintain data collection and reporting processes in collaboration with the Learning Diversity Leader and look for ways to further streamline these processes
- Collate diagnostic data from assessments as required
- Create and maintain department proformas
- Assist with the Personal Learning Plan (PLP) and Learning Profile process
- Arrange and attend Program Support Group Meetings (PSGM) take and distribute the minutes of the meetings and upload to the College's Learning Management System
- Contact subject Teachers to gather Student Feedback and add to PSGM Minutes Sheet.

NCCD Data Management

- Assist in the collection, collation and recording of data for the NCCD
- Assist Learning Diversity Leader to
 - develop, test, implement, monitor and evaluate NCCD proformas
 - consider ways of creating ongoing improvement in the procedures used to collect and assess documentation in the NCCD submission
 - to update data in the CEVN database as required
 - assist with the NCCD audit
 - enter final data into the CEVN Survey Tool showing final NCCD decisions on the Student Summary sheet
 - create and maintain NCCD evidence supporting documentation
 - generate reports as required
 - complete the NCCD Key Activities and Timeframes (KAT) document
- Be a member of the NCCD Team, attend meetings and contribute to discussions and processes



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Promote the College philosophy in particular, the charism of St Ignatius of Loyola:

- As a member of the College you are responsible for promoting the philosophy of the College
- The living of the charism of Saint Ignatius of Loyola is an integral part of College life.
- Commitment to supporting the Catholic Identity of the College

Qualifications and experience

Experience in an education sector would be an advantage, but is not essential

- Ability to use Microsoft products,
- Knowledge but not essential of Operoo, Xuno, Google suite and other school data bases, including file management
- Excellent interpersonal and communication skills
- Ability to handle sensitive and confidential information appropriately
- Ability to plan effectively meet deadlines and multitask
- Outstanding communication and interpersonal skills to build relationships with key stakeholders.
- Excellent time management and organisational skills.
- Ability to balance the demands of competing priorities.
- Commitment to continuous improvement and efficiency
- A personal sense of initiative, enthusiasm and a high level of energy.
- Demonstrate a positive, can-do, go-the extra-mile attitude.
- A resourceful team member who can operate in a collaborative and inclusive manner
- Flexibility and being able to operate effectively in a changing environment

General Duties

- Answer phone calls and assist other staff as directed
- Provide backup to other Administration roles as required, by the Business Manager or Principal
- Collection and entry of data
- Assist with the formation of timetables for students and Learning Support Staff
- Maintain comprehensive files for students, including but not limited to records of interviews, testing, PLP and other special arrangements like adjusted programs and exam requirements



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Commitment to Child Safety

Victorian Catholic Schools are child safe environments. Saint Ignatius College Geelong actively promotes the safety and wellbeing of all students, and all staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. The Saint Ignatius College Geelong Child Safety and Wellbeing Policy and Child Safe Code of Conduct are available on the College website.

Staff must

- Have a demonstrated understanding of Victoria's 11 Child Safety Standards
- Have a demonstrated understanding of appropriate behaviour when engaging with children
- Be familiar with legal obligations relating to child safety, including Mandatory reporting and other obligations
- Be a suitable person to engage in child-connected work.

Child Safety and Pastoral Care

- Provide students with a child-safe environment
- Be familiar with and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People - code of conduct, and any other policies or procedures relating to child safety
- Maintain currency of Child Safe training
- Demonstrate a duty of care to students in relation to their physical and mental wellbeing
- Proactively monitor and support student wellbeing
- Be an active participant in the College's pastoral care system and in a manner, which reflects Ignatian values
- Implement strategies which promote a healthy and positive learning environment
- Attend all school assemblies
- Attend school liturgical celebrations
- Attend school organised activities relevant to house or year level, as required
- Responsibility for the behaviour of all students
- Responsibility for the appearance of all students and to model appropriate dress by adhering to the dress code as published in the staff handbook

Professional Development

- Have current knowledge of curriculum initiatives in the relevant teaching areas
- Commit to ongoing professional development in the relevant areas
- Be open to researching areas of interest relevant to directions provided in the school's strategic plan
- Continue development of ICT skills as technologies evolve
- Participate in the staff appraisal and review process annually
- Be an active member of a relevant professional association as duties permit
- Participate annually in Ignatian professional development
- Maintain currency of first aid, mandatory reporting and anaphylaxis training
- Uphold the professional standards expected of this role



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Co-Curricular Involvement

- Support and be involved in the co-curricular program
- Proactively encourage students to participate in co-curricular activities
- Act as a role model for participating students
- Create and maintain a safe environment in which students may enjoy their participation
- Oversee the provision and care of relevant equipment materials and first aid requirements
- Where appropriate, nominate participating students for awards
- Consider participation in social justice activities/retreats/spiritual programs.

General and Professional Responsibilities

- Develop and maintain, at all times, collegial and professional relationships with colleagues
- Be respectful of spiritual and social values of the College
- Support the Catholic and Ignatian ethos and identity of the school
- Contribute to a healthy and safe work environment for themselves and others and comply with all safework policies and procedures
- Ensure the safety of our community by attending to OH&S issues in an appropriate and timely manner
- Support a performance and development culture
- Adhere to all College Policies and Procedures

General and School Community Administrative Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safework policies and procedures
- Demonstrate duty of care to students in relation to their wellbeing
- Attend whole-school events such as: Feast Day, School Assemblies and Liturgies, Sporting events, House events, Open Day, Mosaic Evening and other events as required by the Principal
- Attend staff liturgical events and staff faith development days
- Use Information and Communications Technologies to enhance administration procedures
- Follow the College's financial requirements in relation to budgeting, record keeping, ordering and deliveries
- Attend all relevant school meetings, Parent Information Evenings, after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities as requested
- Participate supervision duties when required
- Contribute to the life of the College by participating in College functions, events, camps, excursions etc.
- Other duties as directed by the Principal



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Agreement/Award	Victorian Catholic Education Multi-Emprise Agreement
Remuneration	Category B - Part Time
Hours	To be discussed with successful applicant - up to 25 hours over 5 days
Other requirements Employees must have and maintain	<ul style="list-style-type: none">• Valid Working with Children Check• Valid National Police Record Check every 5 years• Level 2 First Aid• Complete on-line Mandatory Reporting annually

This Role Statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Role Statement is subject to review and modification by the Principal, in response to the strategic direction of the College and the development of the skills and knowledge of the position, including the changing needs and in consultation with the incumbent.

July 2023