



Nagle College

Bairnsdale

Let Your Light Shine

Position Description

Position: Administration Assistant - Curriculum
Reports to: Deputy Principal Student Programs and Staffing

Mission

'A Faith Filled Learning Community, Striving for Excellence'

In accordance with the College Mission Statement, Nagle College is a dynamic and effective learning community that promotes creative teaching and learning through a challenging and relevant curriculum permeated by Catholic values and the pursuit of academic excellence.

Persons employed at Nagle College are expected to fully support the aims and objectives of a Catholic School and ensure that all aspects ensure that all aspects of their responsibility are in accord with the mission of the College as part of the Catholic Church.

Job Scope:

This administrative position is responsible for providing clerical support to the Curriculum Team which manages the delivery of Educational Programs across the College. The role involves the management of student and staff databases and the reporting to various Government and Educational bodies on student progress.

As part of the larger administration team in the College, the role will receive additional support during periods of peak activity and similarly can be called on to assist in other administrative areas depending on work requirements.

Key Responsibilities:

- VASS administration
 - VCE, VCAL and VET enrolments
 - Student results (including analysis)
- Administer the College internal student database programs (SIMON & Synergetic) including assessment & reporting data
- Administration management of the distribution of student reports
- Liaise and manage College administration associated with VCAA
- Administration of College internal exams
- Manage parent, student and teacher interviews and bookings
- Minutes Secretary for internal staff meetings and meetings associated with the curriculum department

- Diary management of personnel within the Curriculum Department
- Co-ordination and scheduling of teacher class visits
- Manage the College Scholarship Program application process
- Assist in the administration and management of NAPLAN (Year 7 & 9)
- Assisting in the analysis of student results (i.e. VCE & NAPLAN)
- Oversee curriculum tracking of VCE student progress
- Compilation of SAC dates for each semester
- Submission of outcome / assessment results
- Preparing satisfactory/not satisfactory completion of work letters for students
- Manage student enrolment in the Distance Education Programs process
- Assist with the events management process of the College Presentation Night including the coordination of awards, sponsorship & prizes.
- Liaise effectively with the College Community as needed.
- Assist with the administration and management of the subject selection process
- Assist in the administration and management of Year 10 & 11 exams
- Manage the annual revision process of the College Curriculum Handbooks
- Administration management of information evenings or the like as directed by the Curriculum Department
- Support to Deputy Principal - Student Programs and Staffing and Subject Learning Leaders
- Other duties associated with curriculum administration and the wider college administrative support team

General Duties:

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Demonstrate professional and collegiate relationships with colleagues.
- Attend school meetings, mass, and Personal Development days.
- Any other duties as requested by the Principal.

Organisational Relationships:

The Administration Assistant - Curriculum has a number of key internal and external relationships.

Reports to: Deputy Principal - Student Programs

Internal liaisons: Teaching and non-teaching staff.

External liaisons: Parents.

Judgement Decision Making:

This role will require problem solving skills that involve the identification and analysis of diverse problems and will apply appropriate technical training and expertise to decision making.

Skills & Competencies:

In addition to the requirements listed above the Daily Organiser will demonstrate:

- A sensitivity and understanding of the Catholic ethos as it relates to the Church's mission in education.
- Must hold or be willing to acquire a Working with Children Check and if required must be willing to undergo a National Police Record Check
- Skills to handle confidential information in an appropriate manner
- Experience with synergetic and SIMON database required
- Excellent communication skills both written and verbal
- Demonstrate initiative and problem-solving skills with an ability to improve process and practices.
- Ability to work independently and collaboratively as required
- A commitment to ongoing professional learning and growth in skills
- Demonstrate advanced levels of computer competency and skill in working with large databases including Microsoft Applications (particularly with excel & word).
- Experience in the College's internal programs including VASS, SIMON, Synergetic is an advantage.
- Display a professional work ethic with the competence to work independently whilst having the ability to effectively contribute to a team-based work environment.
- Willingness to undertake training to perform the duties of this position.
- A sound history of innovation and creativity in improving work methods and procedures.
- Well-developed interpersonal skills combined with good verbal and written skill ensuring the ability to work effectively with people at all levels.
- Professional letter writing skills and the maturity to collaborate with parents, government and educational bodies on educational programs.
- Effective time management and organisational skills combined with the ability to prioritise to ensure high quality outcomes during times of peak activity.