



Learning Diversity Administration Officer Role Description

Classification:

The Learning Diversity Administration Officer is employed under the same expectations, conditions and remuneration as an Education Support Officer Level 2, Category B (*Catholic Education Multi-Enterprise Agreement 2022*).

Hours of Work:

Monday to Friday, 8:30am-4:30pm

Position Description

The Learning Diversity Administration Officer will provide administrative support to the Learning Diversity team, Student Services team and leaders, and provide support for the effective operations of the department and, at times, assist classroom teachers by working with individuals or groups of students under the direction of the Director of Learning Diversity and Student Services Manager.

Prerequisites

Commitment to Child Safety

- A demonstrated understanding of child safety.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- Familiarity with legal obligations relating to child safety, e.g. Mandatory reporting.
- Be a suitable person to engage in child-connected work.
- Must hold or be willing to acquire a Working with Children Check Card and must be willing to undergo a National Police Record Check.

Education and Experience

- Relevant qualifications or experience in an administrative position.
- Strong organisational and time management skills, with an ability to prioritise tasks, meet deadlines, work well under pressure and manage completing tasks with a high level of attention to detail.
- Excellent skills in the use of Google Suite and database management, knowledge of SIMON but not essential
- High level interpersonal skills and the ability to work within a team.
- Flexibility and being able to operate effectively in a changing environment.
- Demonstrated commitment to their own professional learning to build capacity.
- Previous work in an educational setting would be advantageous but is not essential.
- Demonstrated understanding of and experience working with the Nationally Consistent Collection of Data (NCCD) process in schools (desirable).
- Understanding of and experience with supporting students with additional learning needs in an educational setting (advantageous).
- A Level 2 First Aid qualification.

Responsibilities

- Maintain confidentiality and privacy of student and family information as per the College's privacy policy.
- In consultation with the Director of Learning Diversity and Student Services Manager, prepare and execute administrative tasks as required; for example, making appointments and taking the minutes for Program Support

Group (PSG) meetings, maintaining records on the Learning Management System, sending communications to students, families and staff.

- Provide general administrative support to the Learning Diversity leaders and department.
- In consultation with the Director of Learning Diversity and Student Services Manager, support the department in creating, maintaining and communicating key departmental information including but not limited to reporting documentation/information and special provision arrangements for students.
- Collect, collate, report and store data for internal and external purposes as required.
- Support the department's electronic storage of documentation.
- Assist with staff and student notifications and communication.
- Create and maintain department proformas.
- Assist with the Individual Learning Plan, Student Adjustment and Evaluation Plan, Physical Adjustment Plan (ILP/SAEP/PAP) and Learning Profiles process within SIMON.
- Arrange and attend Program Support Group meetings, take and distribute the minutes of the meetings and upload them to the College's Learning Management System (SIMON).
- Contact subject teachers to gather student feedback and add to the PSG Minutes.
- When required, undertake Learning Support for students with diverse needs within the classroom, attend excursions or camps and examination supervision
- Undertake related duties as requested by the Principal who may vary the above duties.

Required Attributes and Skills

The successful candidate will be able to demonstrate the following:

- Support of the vision and mission statements of our learning and faith community at Mount St. Joseph Girls' College.
- A commitment to the Catholic ethos of the College.
- The ability to dialogue with staff in a collegial manner to achieve improved outcomes for students.
- Well-developed interpersonal skills including a demonstrated ability to work and communicate within a team environment.
- Proven organisational skills and capacity to show initiative in working independently.
- The ability to liaise and communicate effectively and positively, ensuring productive interchange and professional conversations with students, staff and parents.