



Position Information Document

Name:

Position Title:

Teaching & Learning Administration Assistant

Classification/Grade:

Grade 4 Administration Stream

Hours per Week:

37.5

Weeks per Year:

40

St Paul's College, as a Catholic, co-educational College in the Edmund Rice tradition, contributes to the development of young people through education and their formation of Christian virtue and conscience.

Founded in 1959 and governed by Edmund Rice Education Australia Colleges Ltd (EREA), St Paul's College embraces values of Faith, Relationships, Excellence and Diversity in the tradition of our founder Edmund Rice, who used his own gifts and talents to be of service to others and empower the marginalized.

Our College caters for the needs of every individual in a considerate and holistic way, providing learning experiences that are engaging, relevant, innovative, creative and authentic (ERICA). We realise the impact of our community when student experiences are exciting and rewarding, where relationships are supportive and fulfilling, and where our strong Christian values inform every aspect of College life.

The Teaching & Learning Administration Assistant reports to Events and Administration Lead and under minimal direct supervision is responsible for providing administration support to the Teaching and Learning (Secondary) team.

KEY WORKING RELATIONSHIPS

Internal Relationships: Executive Leadership Team, Secondary Leadership Team, Secondary Learning Council, Learning Diversity Team (Years 7-12), Finance Team, Administration Team, ICT Team, People & Culture Team, Teaching and Non-Teaching staff, and students at the College.

External Relationships: Members of the College Community, Catholic Education South Australia (CESA), Edmund Rice Education Australia Colleges Ltd (EREA).

KEY ACCOUNTABILITIES:

Curriculum and Academic Support

- Provide administrative assistance in the preparation and publication of curriculum documentation
- Support the administration of subject selection processes
- Support the administration of student pathway planning and associated student tracking
- Provide administrative assistance for students undertaking Vocational Education & Training in consultation with the Careers and Vocational Education & Training Coordinator

Academic Reporting and Data Management

- Facilitate the student report process in consultation with Heads of Teaching and Learning
- Produce summary reports from student data for College Leadership and assist with tracking trends
- Prepare academic data for awards and identification of at-risk students
- Organise and prepare student certificates and academic awards

Assessment and Platform Management

- Provide administrative support for learning assessments and platforms which includes but is not limited to DIBELS, Phonics Screen Check, RELAT.
- Provide oversight for data entry and usage of the ACER Software (e.g. PAT-M and PAT-R)
- Assist with the administration of NAPLAN testing
- Support student exams including family correspondence, rostering, and operational logistics in consultation with the College Organiser
- Prepare, analyse and disseminate reports using the Catholic Education of South Australia (CESA) portals and dashboards

Systems and Reporting

- Utilise SACE 'Schools Online' platform to ensure data accuracy and generate reports for College Teaching & Learning (Secondary) Team
- Access and use the St Paul's student management system (ie SEQTA) to provide reports on academic data insights
- Prepare reports for Government and Statutory Authorities for authorisation by relevant College leadership personnel

Event Support

- Assist with major academic events such as the Laureate Assembly, Academic assemblies, and other school functions as required
- Assist with the organisation and delivery of Student-Teacher-Parent Learning Conversations, including correspondence and booking processes and oversight of setup and pack down

General Administrative Duties

- Perform a wide range of advanced-level administrative tasks
- Provide advanced-level administrative support across the Administration team as needed
- Provide backup support to other Administration Team members as needed
- Assist with any other reasonable duties as requested by the Principal (or delegate)

PERSON SPECIFICATIONS

- Commit to upholding and actively contributing to the Catholic ethos of the school
- Demonstrated comprehensive experience in undertaking a broad range of administrative duties at an advanced level, applying a broad knowledge base incorporating a range of theoretical concepts
- High level of proficiency in using a computer and applicable programs, particularly Microsoft Office (i.e. Word, Excel, Outlook) and databases and other office equipment to fulfil the requirements of the role
- High level interpersonal and communication (written and verbal) skills for positive engagement, interaction and collaboration within the team broader school community and with external parties.
- Experience in working with little direct supervision, take direction on broader technical aspects of the work.
- Experience in applying solutions to a range of problems, analyse and plan approaches to problems to effectively deliver required outcomes
- Demonstrated ability to maintain appropriate confidentiality
- Willingness to positively support school activities/events, attend meetings and undertake required training
- Ability to follow procedures and actively support others during unexpected situations or emergencies.

WORK HEALTH & SAFETY RESPONSIBILITIES

Supports the implementation of a proactive WHS environment through the development and maintenance of a best practice WHS culture within their Workplace.

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers
- Encourage colleagues and others on the worksite to adhere to safe work practices.

Reference: Division 4, Section 27 and 28 WHS Act 2012

GENERAL TRAINING AND CERTIFICATION REQUIREMENTS:

- Working With Children Check to work in Catholic Education SA
- Approved Child-Safe Environments Responding to Abuse & Neglect: Education and Care training
- Relevant First Aid Training
- Edmund Rice Education Australia and St Paul's College is committed to ensuring the safety, wellbeing and dignity of all children and young people. All staff must have and maintain a commitment to child safety.

Other

- Some out of hours duties may be required.

ACKNOWLEDGEMENT

I have read and understand the requirements of this position. I acknowledge that this position information document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

Signed (Principal or Delegate)

Signed (Employee)

Date: / /

Date: / /