



FLINDERS

CHRISTIAN COMMUNITY COLLEGE

Hope & Purpose through Christian Education

Flinders Christian Community College

VASS Administrator

1. POSITION IDENTIFICATION			
Title	VASS Administrator	Level	Level 3
Campus	Carrum Downs	Agreement/Award	Flinders Christian Community College Contract of Employment for General Staff – employed pursuant to the Educational Services (Schools) General Staff Award 2010
Reporting To	Direct: VCE Coordinator, VET/VCAL Coordinator Indirect: Head of Teaching and Learning (Senior School), Head of Senior School	Date effective	January 2017
Last updated	January 2017	Position No.	PC66.2
2. INHERENT REQUIREMENT			
<p>Purpose We bring hope and purpose to our community through Christian education.</p> <p>Vision To be a Transformative Christian Learning Community.</p> <p>Values We value:</p> <ul style="list-style-type: none">▪ Love▪ Faith▪ Integrity▪ Humility▪ Grace▪ Excellence▪ Perseverance. <p>It is an inherent requirement that all persons employed at Flinders Christian Community College must model and demonstrate the reality of the Gospel by the way they undertake their employment responsibilities and by the way they live. Every activity undertaken by the College must be characterised by love, mercy, forgiveness, reconciliation, humility and justice, all elements demonstrated by Christ's life, death and resurrection, which is the core of the Gospel.</p>			

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All employees must declare their unconditional agreement with FCCC:

- Purpose, Vision, Values, Philosophy of Christian Education, Goals
- Biblical Foundations and
- Biblical Beliefs and Principles
- Nicene Creed
- Apostles Creed.

The incumbent must have an in depth knowledge of the ethos of the College and the principles by which it operates and must be willing to support these unreservedly.

3. CULTURE AND VALUES

Ethos

All employees are expected to:

- Uphold at all times the practical demonstration of Faith in Christ and the College's underlying Christian beliefs and ethos in dealing with others
- Comply with Biblical standards of equity, justice, fairness and compassion in dealing with others within and beyond the College
- Act responsibly to protect the safety and security of our students and other staff at all times
- Encourage positive behaviours and attitudes in students and others that demonstrate respect for all
- Perform duties in a responsible and professional manner, with due regard for the College's policies and other legal requirements and obligations
- Exert responsible stewardship of College resources
- Promote and protect the College's reputation in the wider community
- Act appropriately when a conflict arises between the individuals personal interest and their duty to the College

You must support the College values conduct yourself in a way which is consistent with the ethos of Flinders Christian Community College.

Specific expectations of employees with Flinders Christian Community College are detailed in the College Policy Handbook which is attached electronically and also located on the Colleges' Moodle intranet. You must support the Flinders Christian Community College policies and conduct yourself in a way which is consistent with the policies and practices of the College.

4. RISK AND COMPLIANCE

It is the responsibility of every staff member to actively participate in the management of risk and to ensure a safe work environment for themselves, their co-workers, students and the college. This position description is subject to the Risk Management Strategy/Policy and OHS Policy. The employee must ensure that prescribed tasks are performed subject to established risk assessments and safe work practices. To that end the following are also requirements of this role:

- a. Report all hazards observed including any potentially unsafe work practices;
- b. Report all incidents of injury or near miss;
- c. Actively Participate in all professional development and training regarding Risk management and OHS;
- d. Cooperate with any reasonable request for action to ensure the safety of self and others and the mitigation of risk to the College.

5. CHILD SAFETY	
Our College is committed to child safety. We have zero tolerance of child abuse. Our robust People and Culture practices are strictly adhered to ensure that all employees understand their obligations with respect to Child Protection and the College's commitment to keeping our children safe.	
6. PURPOSE OF POSITION	
The VASS Administrator is responsible for the effective administration of VASS (Victorian Assessment Software) and related processes and works closely with the VCE Coordinator, VET/VCAL Coordinator and HOTL (Senior School) to support curriculum administration across Years 10-12.	
7. WORKING RELATIONSHIPS	
Reports to: VCE Coordinator and VET/VCAL Coordinator	
Works collaboratively with: HOTL (Senior School), Administrative Assistant (Senior School)	
8. BRIEF SUMMARY OF ACCOUNTABILITIES AND RESPONSIBILITIES	
ACCOUNTABILITIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
OUTCOME: Customer Support Provide customer focussed support to staff, parents, students and suppliers by providing high level and accurate information, in response to face to face, telephone and email enquiries.	<ul style="list-style-type: none"> To provide excellent customer service to students and staff To provide excellent customer service to College stakeholders
OUTCOME: VASS Administration VASS and associated processes are effectively administered	<ul style="list-style-type: none"> VASS curriculum and procedural information is disseminated to relevant parties in an effective and timely manner Distance Education and VET enrolments are made in a timely effective manner under the direction of the VCE and VCAL Coordinator VCE certificates are posted to students School Statistics re exam data are managed under the direction of the VCE Coordinator and HOTL
OUTCOME: Senior School Administration Provides reasonable general administrative support to Senior School	<ul style="list-style-type: none"> General administrative support including the preparation and distribution of letters, photocopying and filing
OUTCOME: Information Management and compliance Provides timely and accurate data management for VASS, VET and Distance Education	<ul style="list-style-type: none"> VASS, VET and Distance Education data and reporting is accurate and compliant at all times. Reports are accurate and are distributed in a timely manner for review and analysis.

<p>OUTCOME: Curriculum Administration</p> <ul style="list-style-type: none"> • Provides administrative support and coordination with the delivery of internal exams under the direction of the VCE Coordinator and HOTL (Senior School) • Undertake functions with respect to curriculum administrative processes. • Manages internal exam venues and arrangements • Assists the HOTL (Senior School) and HOSS in subject selection processes • Contribute to, and initiate continuous improvement activities to enhance the efficiency and effectiveness of services and processes 	<ul style="list-style-type: none"> • Exam letters and timetables for students are distributed in an effective and timely manner • Exam venues and equipment are booked in advance of the event and exams are administered according to VCAA guidelines • Subject Handbooks are reviewed and published annually under the direction of the HOTL • Letters and forms associated with subject selection processes are prepared and distributed according to the direction of the HOSS and HOTL • Letters and forms associated with student academic progress are prepared and distributed under the direction of the VCE Coordinator, VET/VCAL Coordinator and HOTL
<p>OUTCOME: Behavioural Expectations All staff are expected to maintain the following behaviours:</p> <ul style="list-style-type: none"> ▶ Treat everyone equitably; act fairly with staff and demonstrate respect for diversity ▶ Be an effective team player who is cooperative and easily gains the trust and support of staff, peers and clients through collaboration 	<ul style="list-style-type: none"> • Interaction with internal and external stakeholders via all forms of communication is consistent with College values, and embeds values in the organisation by the interaction
<p>9. WORK RELATED REQUIREMENTS / SELECTION CRITERIA</p>	
<p>Essential attributes:</p> <ul style="list-style-type: none"> • Well-developed interpersonal skills, excellent verbal and written skills including the ability to deal effectively with clients by phone, email and in person • VASS experience and knowledge will be beneficial • Well-developed organisational skills with an ability to prioritise work-load meet deadlines and demonstrate flexibility in dealing with people in competing demands • Highly developed attention to detail and accuracy • Demonstrated advanced computing skills including the use of • Microsoft Office products, particularly the use of spread sheets as well as Email and Internet • Ability to exercise judgement and work autonomously with minimal supervision • Self-motivation and the ability to work as part of a cohesive team • Ability to cope with change and willingness to learn new systems and procedures • Demonstrated problem analysis and problem solving skills • Knowledge of Synergetic database system would be an advantage <p>Education and Experience:</p> <ul style="list-style-type: none"> • Relevant qualification or evidence of experience • Extensive knowledge of VASS • Proficient in VASS computer software 	

- Knowledge of regulatory standards and compliance requirements
- Working knowledge of VCE, VCAL, VET and Distance Education

Skills:

Teamwork/collaboration

Developing and using collaborative relationships to facilitate the accomplishment of work goals.

Initiative

Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive

Customer focus

Making customers (students and parents) and their needs a primary focus of one's actions; developing and sustaining productive customer relationships

Managing Work Priorities

Effectively managing one's time and resources to ensure that work is completed efficiently.

Planning and Organising

Establishing courses of action for self and others to ensure that work is completed efficiently.

Attributes

Living the vision and values:

Keeping the vision and values of Flinders Christian Community College at the forefront of decision-making and action.

10. POSITION DIMENSIONS

NUMBER OF STAFF DIRECTLY REPORTING TO POSITION	NIL
EXTENT OF DELEGATED AUTHORITY	Operates with a moderate level of autonomy under broad direction
LOCATIONS	Carrum Downs
ALLOWANCES/SPECIAL CONDITIONS	
SPECIALISED EQUIPMENT/SPECIAL LICENCE REQUIREMENTS	Current WWCC Check
OTHER IMPORTANT DIMENSIONS	