



**Marist-Sion College - Warragul**

## Position Description

### Academic Support Officer

Marist-Sion College, Warragul, is a Catholic co-educational secondary school, inspired by the traditions of the Marist Brothers and the Sisters of Our Lady of Sion.

Our mission is to provide an **innovative education** which **integrates faith, learning** and **life** in a **welcoming community**.

#### STATEMENT OF DUTIES

<b>Position Summary</b>	<p>To complete tasks within the Academic Office as directed by the Academic Support Coordinator in order to ensure that it is operated in a most productive, efficient and effective manner in the best interests of the College's educational requirements and objectives.</p> <p>The Academic Support Officer is appointed by the Principal and is employed by Diocese of Sale Catholic Education Limited (<b>DOSCEL</b>).</p> <p><b>FTE &amp; Position Type:</b> Part Time and Fixed Term  <b>Classification Level:</b> Level 2  <b>Employment Category:</b> Category C - Education Support Employee  <b>Campus Location:</b> Warragul  <b>Agreement:</b> Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022</p> <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
<b>Organisational Relationships</b>	<p><b>Reports to:</b> Academic Support Coordinator  <b>Supervises:</b> Nil  <b>Internal Liaisons:</b> Directors of Learning, College staff, Teachers and Students.  <b>External Liaisons:</b> Members of the College Community, Educational Services, Secondary Colleges and General Public</p>
<b>Responsibilities</b>	<p>Provide general administrative support to the Academic Support Coordinator in regard to the following:</p> <p><b>SIMON (Learning, Student and Administration Software)</b></p> <ul style="list-style-type: none"> <li>• Assist with setting up SIMON and maintaining the database.</li> <li>• Assist with managing the input and extraction of SIMON data.</li> <li>• Assist with generation of student academic reports.</li> </ul>

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	<p><b>Timetable and Student Options</b></p> <ul style="list-style-type: none"> <li>• Assist with creating and modifying student timetables as necessary/directed.</li> <li>• Assist with administering the Student Options/Web Preferences databases, including options details, student enrolment, student subject choices and class allocations.</li> <li>• Assist with managing subject changes and maintaining classes.</li> <li>• Assist with managing Distance Education enrolments.</li> </ul> <p><b>Examinations and Testing</b></p> <ul style="list-style-type: none"> <li>• Assist with preparing, organising and distributing NAPLAN, including the collation of materials, follow up of absentees and rescheduling of catch ups. This includes responsibility for signing for papers and security, and ensuring the required logbook is maintained.</li> <li>• Assisting with the internal Practice Examination process and the external VCE examination process.</li> <li>• Assisting with administration of missed School Assessed Coursework (SAC) and Redemption Tasks in conjunction with the Director of Senior Learning.</li> </ul> <p><b>VASS (Victorian Assessment Software System)</b></p> <ul style="list-style-type: none"> <li>• Managing data entry within VASS and setting up for each semester.</li> <li>• Assist with managing VCE VM and VET enrolments as directed by the Applied Learning Leader.</li> <li>• Assisting the Director of Senior Learning to ensure that the Victorian Curriculum and Assessment Authority (VCAA) reporting and compliance obligations via VASS, are met in a timely manner.</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.</li> <li>• Assist in the provision of a child-safe environment for students.</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Be open to professional development in your area of work.</li> <li>• Be open to researching areas of interest relevant to directions provided in the school's strategic plan.</li> <li>• Continue development of ICT skills as technologies evolve.</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.</li> <li>• Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal.</li> <li>• Demonstrate professional and collegiate relationships with colleagues.</li> <li>• Other duties as directed by the Principal.</li> </ul>
<b>Skills/Attributes</b>	<ul style="list-style-type: none"> <li>• Strong attention to detail.</li> <li>• High level organisational and planning skills.</li> <li>• Knowledge of computer technologies used in an education environment.</li> <li>• Good literacy and numeracy skills.</li> <li>• Ability to relate to and empathise with a range of people.</li> </ul>

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- Excellent team working and communication skills, written and verbal.
- Ability to cope with time sensitive situations and meet deadlines.

# Selection Criteria

## Academic Support Officer

SELECTION CRITERIA	
1. Commitment to Catholic Education	<ul style="list-style-type: none"><li>A demonstrated understanding of the ethos of a Catholic school and its mission.</li></ul>
2. Commitment to Child Safety	<ul style="list-style-type: none"><li>Experience working with children.</li><li>A demonstrated understanding of child safety.</li><li>A demonstrated understanding of appropriate behaviours when engaging with children.</li><li>Be a suitable person to engage in child-connected work.</li><li>Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.</li></ul>
3. Education and Experience	<p><b>Essential:</b></p> <ul style="list-style-type: none"><li>A qualification in Office Administration or related area, and/or equivalent work experience.</li><li>A minimum of Certificate 2 in First aid is essential (the College will provide this training if necessary).</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>Specific knowledge of the College software packages including SIMON, Timetabler including Student Options, VASS and synergetic.</li><li>Experience working in a Secondary School environment.</li></ul>
4. High level secretarial, organisation and administrative skills.	<ul style="list-style-type: none"><li>Proficiency in the use of software packages, such as Word and Excel.</li><li>Highly motivated, with and ability to prioritise multiple tasks and work within strict deadlines.</li><li>Ability to complete data entry tasks with a high level of accuracy.</li></ul>
5. Excellent communication skills, written and verbal.	<ul style="list-style-type: none"><li>Ability to communicate with people on all levels, directly with staff, students, and families.</li><li>Excellent interpersonal skills.</li></ul>
6. Ability to maintain confidentiality	<ul style="list-style-type: none"><li>A demonstrated understanding of confidentiality.</li><li>A demonstrated understanding of Mandatory Reporting.</li><li>Ability to maintain concise records, ensuring high standards.</li><li>Ability to adhere to policies and procedures, ensuring high standards.</li></ul>