

SUCCESS PROFILE (SP): Student Attendance Monitor

Setting your career for success at GGS



KNOWLEDGE/ SKILLS

What you need to **KNOW**

- Exceptional analytical and problem-solving skills
- Exceptional relationship management skills
- Excellent written and oral communication skills
- Strong interpersonal skills
- Well-developed administration and IT skills
- Highly organised
- Knowledge and practical application of regulatory compliance relating to student safeguarding and attendance monitoring

POSITION MAIN PURPOSE:

- This role reports to the Student Safeguarding & Risk Officer
- Provide administrative oversight of the monitoring of student attendance across the academic, residential, and co-curricular programmes of the School

POSITION KEY RESPONSIBILITIES

- Monitoring of student attendance and absence data over the course of the School day
- Residential attendance monitoring
- Consideration for Co-curricular attendance monitoring as role evolves
- Working with School systems such as REACH and Synergetic to monitor attendance
- Initiative in designing and streamlining School systems and processes relating to monitoring student attendance
- Follow up with staff regarding discrepancies in attendance monitoring.
- Entering planned attendance changes, For example: excursions, camps
- Management of communication to parents/carers regarding student absence as required
- Monitoring student absences data (individual or cohort) and flagging trends
- Generating summary reports relating to student absences
- Reporting to Heads of School, Heads of House and other key staff relating to student absences
- Other duties as directed by Manager

PERSONAL ATTRIBUTES/ ATTITUDE

Who you **ARE**

- Courageous
- Curious
- Compassionate
- Collaborative
- A critical thinker
- A problem solver
- Detail, process, and systems oriented
- Open to new experiences
- Comfortable with trial and error
- Resilient
- Respectful and Approachable
- Confident
- Reflective
- Disciplined and measured

EXPERIENCE

What you **HAVE DONE**

- Previous operational experience in a similar role within a School
- Experience with problem solving
- Demonstrated exceptional technology and data analysis understanding
- Experience of working with School attendance monitoring software and programs

COMPETENCIES/ BEHAVIOURS

How you behave and what you **CAN DO**

- Demonstrates exemplary ethical standards
- Builds positive and professional relationships with staff, students, and parents
- Open to new ideas and approaches
- Exceptional attention to detail
- Collaborates effectively with individuals and teams
- Commits to the development of self and others
- Aligns personal and organisational purpose

- The SP should be read in conjunction with the School's Strategy, performance and development plan, employment contract or relevant agreement etc.
- The SP outlines key responsibilities only. Other duties consistent with the position purpose may be expected.
- Geelong Grammar School is committed to the safety of students and has a zero tolerance of student abuse.
- Employment is conditional upon obtaining a Victorian Working with Children Check (Employment) and National Police Check, or where applicable, employment as a Teacher is conditional upon maintaining a current VIT registration (inc. Police Check), proficiency in all of the AITSL Standards, First Aid qualifications and have current Anaphylaxis Management Accreditation in accordance with Ministerial Order 706 and the School's Anaphylaxis Management Policy. Teachers are expected to participate fully in the School's academic, pastoral and co-curricular programmes.
- Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education. Employees are required to attend a Discovering Positive Education training course.