

## ADMINISTRATION OFFICER - Student Records (VASS) and Pathways

**Reports to:**

Deputy Principal Learning and Teaching

**Consult with:**

Careers Leader

Vocational Pathways Leader

VCE and Formal Assessment Coordinator

**Category:** C

**Time Fraction:** Full Time

**Tenure:** Ongoing

**Base Campus:** St. Paul's Campus

**About Emmanuel College**

Emmanuel College operates within a Catholic ethos based on Gospel values, respect for personal dignity, peace and justice, integrity, and reconciliation, as expressed in its Marianist tradition. All College staff enact the five characteristics of Marianist education:

- Formation in Faith
- Family Spirit
- Service, Justice, Peace and Integrity of Creation
- Integral, Quality Education
- Adaptation and Change

All staff are expected to uphold the College's Child Safety Code of Conduct and the Victorian Catholic School Statement of Commitment to Child Safety.

**Position Summary**

The Administration Officer – Student Records and Pathways support the College and its students across several key operational and learning areas. The role encompasses responsibilities relating to the Victorian Assessment Software System (VASS), Learning Area administration and student learning support functions.

Working collaboratively with the Deputy Principal Learning and Teaching, the VCE and Formal Assessment Coordinator, the Vocational Pathways Leader and the Careers Leader, this position ensures efficient administration of academic and operational processes, including the coordination of SAC reschedules, support for vocational and careers programs, and data management through the VASS and College's digital platforms.

## Key Responsibilities

### 1. Victorian Assessment Software System (VASS) for the college

- Set up VCE/VCE VM and VET Classes and allocated teachers on VET Portal.
- Import VCE student programs.
- In conjunction with Learning Leader Vocational Pathways, upload VCE VM enrolments, VET enrolments, SWL enrolments.
- Enroll students undertaking external studies, such as distance learning, VSL, etc.
- Run appropriate eligibility reports to confirm that students are enrolled in valid programs.
- Ensure accurate entry of VCAA result requirements, including the entry of coursework scores, SAT results, VCE Unit Results, indicative grades and liaise with relevant NDC college staff for VET Scores and UOC outcomes.
- Provide timely, relevant documentation for teachers regarding VASS input and audit results entered.
- Update the VASS database with student transfers, exits, subject and course changes throughout the year.
- Provide data to the VCE and Formal Assessment Coordinator in relation to the GAT, special provision outcomes and audit requests.
- Ensure appropriate compliance is completed to ensure that student data, including all details and permissions, is updated as per VCAA deadlines.
- In conjunction with the Learning Leadership Team, download and distribute VCE results and VCE Data Service packs to the Leadership Team and to teachers.
- Distribute VCAA information to relevant stakeholders.
- General VASS and VET administration.
- Liaise with relevant staff at NDC to ensure VET students Unit of Competences (UOCS) and results are entered.

### 2. Exam and School Assessed Coursework (SAC) Assistance

- Arrange printing, distribution of Year 12 and Year 11 SACs at the campus
- Coordinate the SAC reschedule process in consultation with the VCE and Formal Assessment Coordinator.
- Support relevant staff with regards to all aspects of NAPLAN testing, SAC reschedules and exam preparation as required.

### 3. Vocational Pathways Administration Assistance

- Provide administrative support to the Vocational Pathways Leader.
- Collect and record VET attendance onto the College's attendance module (Compass).
- Assist in the preparation of annual budgets.
- Support enrolment processes for VET students.
- Respond to queries from parents, students and staff.
- Attend VET Cluster Meetings.

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- Maintain relationships and communication between all schools within the Cluster to ensure the safety and enhancement of the student experience when attending VET courses.
- In conjunction with the Learning Leader Vocational Pathways, communicate reported behaviour and attendance issues with home schools.
- Liaise between host school and home school when students from cluster schools are on site, including:
  - The provision of first aid
  - The arrangement of permission for pick-up and early departure
  - Notification of illness and injury
- Liaise with external and cluster providers to ensure the accurate tracking of attendance and enrolments.
- Collect and collate student medical forms.
- Forward relevant student medical information to our VET Cluster Providers.
- Download and distribute End of Term Cluster Reports and forward them to parents using the relevant portals.
- Complete and maintain:
  - VET Contracts
  - Aspiring Agreements
  - Invoices
  - Structured Workplace Learning Placements

#### 4. General Duties

- Provide support to the Deputy Principal Learning and Teaching
- Take minutes at biweekly briefings.
- Support preparation of whole College events, e.g.: Opening School Eucharist, Final Year 12 Campus Assembly, Awards, Year 12 Graduation Evening.
- Set up and pack down Parent/Teacher Interviews (PTI) and attend the PTI Evening as required.
- In consultation with the Deputy Principal Learning and Teaching as relevant, and in compliance with the College Privacy Policy, prepare requests for information from former students and/or parents for copies of archived reports and other information as requested.
- Other duties as directed by the Principal and the Leadership Team.

### Skills, Experience, and Qualifications

#### Essential:

- The Administration Officer – Students Records and Pathways must maintain a current Working with Children Check and National Police Certificate.
- Previous experience in a similar administrative role.
- An understanding of child safety and a school's obligations concerning child safety.
- An ability to demonstrate an understanding of appropriate behaviours when engaging with children.
- Excellent oral and written communication skills.
- The ability to work within a team.
- A willingness to accept policy directives.
- Commitment to Catholic education in the Marianist tradition.

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Desirable:

- Experience working within a school environment.
- A demonstrated understanding of the ethos of a Catholic school and its mission.

### Professional Review

This Position Description is intended as a framework for professional review. As Emmanuel College evolves to meet the changing needs of our learning community, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to present the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of engagement.

Through mutual agreement some variation in the specified responsibilities may take place during the term of appointment as a part of a normal process of ongoing evaluation of the College's operations.

### Conduct

The Administration Officer – Student Records represents the College and must maintain professional presentation and conduct. All interactions with the College community and external stakeholders will be in keeping with the ethos and values of the College.