

WAVERLEY CHRISTIAN COLLEGE

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ABN: 48 847 193 961 Reg No: A0016722X



Position Description

Position:	Academic Assistant
Campus:	Wantirna South
Employment Status:	FTE 0.400
Reports Directly To:	Director of Teaching and Learning

Role

The Academic Assistant is responsible for supporting Teaching and Learning by coordinating Curriculum and Reporting, end-of-semester student reports and student assessment tests. The role also provides general administrative support to the Teaching and Learning team as required.

Ministry Specifications:

Curriculum and Reporting Support

- Use the student reporting software to produce end-of-semester student reports, including data preparation and entry, report template production, compiling and distribution of student academic and comparative reports, filing copies and creating electronic archives
- Use and maintain student data software to enter student assessment data, including extracting data from online sources, manipulating data using Excel, maintaining student information in SEQTA, entering College assessment data from a range of sources into SEQTA and Student Performance Analyser (SPA)
- Co-ordinate Assessment Testing on the following platforms:
 - PAT/R (Progressive Achievement Tests) Reading Years Prep – 10
 - PAT/M (Progressive Achievement Tests) Math's Years Prep – 10
 - AGAT (Acer General Ability Tests) Years 2-10
 - NAPLAN Year 3, 5, 7, 9
 - Competition platforms such as ICAS

Reporting

- Set up of Reporting Syllabus each Semester in SEQTA
- Manage end of Semester Proof reading process
 - Manage proofreaders
 - Liaise between proofreaders / teachers and heads
 - Update SEQTA with required changes
- Manage co-curricular lists at the end of each semester
- Manage and process comparative reports and upload to SEQTA
- Release reports to parents and students in a timely manner
- Various reports (achievement standards, course outlines etc. produced after the end of Semester)

Inherent Requirements of the Position

Administration / IT Staff

- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- Some repetitive actions (e.g. stapling, hole punching, collating)
- Occasional food handling and preparation
- Ability and licence to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards via the reporting system on the Staff Portal as soon as possible

College expectations of you include:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code

Administration/Duties

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Be familiar with, and responsive of, the College's policies regarding child safety
- Participation in 'in-house' professional development activities
- Participation in relevant meetings
- Attendance at the first day for staff, Staff Retreat and end of year function

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.