

POSITION DESCRIPTION

Job Title: Academic Talent Development (ATD) and Student Data Administrator

Reports to: Head of Academic Talent Development – Senior School

Department: Studies

Date: September 2026



**WE
CHAMPION
GOOD MEN.**

OVERVIEW

As one of the oldest schools in Queensland, TSS is steeped in tradition, yet delivers innovative academic and co-curricular programs providing the opportunity for boys to find their passion and strive to become the best version of themselves.

This wholesome blend of 'old' and 'new' world practices offers a nurturing environment for boys to comfortably mature into responsible, accomplished, and compassionate young men.

TSS is an Anglican day and boarding school, located on the Gold Coast's beautiful Nerang River, and is the city's only boys' school.

VISION

At The Southport School, our students and staff reach their full potential in a safe environment of brotherhood, respect and genuine caring. In partnership with families and our alumni, we challenge and support our students to become men who balance confidence with compassion. We contribute to the community and foster global citizens in the Anglican tradition.

MISSION

TSS COLLECTIVE GOALS

We encourage students and staff to model the TSS Circle.

Collaboration	Cultivate a cohesive school
Innovation	Grow opportunities for innovation
Reflection	Foster a culture of reflection and support
Community	Partner with our community
Legacy	Honour our history and protect our future
Evolution	Continuously improve our learning experience

VALUES

Our TSS values are the guiding principles that underpin our decisions and behaviour from Preschool to Year 12.

Teamwork	We work together in a spirit of trust, loyalty, inclusion, mutual respect, courage, and authenticity.
Scholarship	We learn every day with different approaches to bring a diversity of opportunities.
Service	We contribute positively to our classes, teams, school, families, and communities, learning to lead and improve the world in which we live.

MOTTO

Palnam Qui Meruit Ferat

Let whoever earns the palm bear it

CHILD SAFETY IN ANGLICAN SCHOOLS

Our Anglican schools, and education and care services are committed to promoting the safety, wellbeing and best interests of children, and to preventing, detecting and responding to child harm.

Every child has the right to be safe and feel safe.

As Anglican child safe organisations, we commit to:

- Implementing Queensland's 10 Child Safe Standards and the Universal Principle.
- Operating by Gospel values, which emphasise service, inclusivity, integrity, character, dignity, compassion, and justice.
- Providing children with exceptional pastoral care.
- Providing care that is physically, emotionally, psychologically and culturally safe.
- Taking all reasonable steps to protect children from exposure to harm.
- Empowering children to participate in decisions that affect them.
- Educating children about who to approach if they feel unsafe or have concerns.
- Instructing our community members on how to respond to complaints, concerns, and breaches of our conduct expectations.
- Maintaining effective processes for responding to concerns of child harm.
- Listening, learning, and seeking to improve.

You are required to understand your child safety obligations detailed in the Child Safe Education Policy & Child Safe Responses Procedures.

ROLE PURPOSE

The ATD and Student Data Administrator is responsible for providing administrative and operational support for the Academic Talent Development programs at The Southport School, including coordinating academic testing and competitions, incursions/excursions and assisting with the data management.

This is a part-time role, working two days a week with flexibility to adjust days dependent on testing/event/excursion dates.

KEY RELATIONSHIPS

- Head of Academic Talent Development – Senior School
- Director of Student Data and Performance – Senior School
- Studies Team

KEY RESPONSIBILITIES

ATD PROGRAM COORDINATION SUPPORT

- Assist in the scheduling and organisation of academic talent development programs, including Stem Racing Challenge, Da Vinci Decathlon and Model United Nations.
- Help with maintaining student records, tracking progress, and documenting achievements.
- Support the logistics of academic competitions, including registrations, permissions, and event coordination.
- Help organise incursions and excursions
- Coordinate travel arrangements and risk assessments for off-campus academic activities.
- Assist in preparing promotional materials related to the program.
- Liaise with internal staff on matters pertaining to finance administration (e.g., purchase orders, ordering, invoices), catering, maintenance, or facilities.

DATA AND STUDENT PERFORMANCE EVENTS COORDINATION SUPPORT

- Support the logistics for academic testing, including online registration, student data management, physical & online testing materials, venues, resources and events management for schoolwide testing including: CAT4, PAT, and HAST Scholarship testing.
- Liaise with internal staff on matters pertaining to catering, maintenance or facilities.

RESOURCE & DATA MANAGEMENT

- ATD
 - Organise and maintain learning materials, including digital and physical resources.
 - Manage inventory and requisitions for academic talent program resources
 - Manage data entry for House Colours for ATD programs.
- Data and Student Performance
 - Enter, audit and maintain the PAT R/M, CAT4, and other data as needed in Track One.
 - Enter, audit and maintain individual PAT R/M, CAT4 data reports for all students into Teacher Kiosk and Parent lounge.
 - Assist with general management (e.g., role management, assessment data uploading, auditing) for all Track One programs.

KEY QUALIFICATIONS AND EXPERIENCE:

REQUIREMENT	DETAIL
Relevant qualifications/experience working in School Administration	Desirable
Paid Blue Card (Working With Children Check)	Essential
Criminal History Check Certificate	Essential

SKILLS AND ABILITIES

- Advanced level skills in the use of Microsoft Office suite of products, particularly Excel.
- Experience in data entry and working with data management systems
- Strong time management and prioritisation skills – to meet deadlines, and work within agreed timeframes.
- Professional written and verbal communication skills.
- The ability to work independently and efficiently.

Acknowledgement by Position Description Holder

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