WAVERLEY CHRISTIAN COLLEGE Inc

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ABN: 48 847 193 961
Reg No: A0018722X

Position Description

Name:
Position: Curriculum Support Administrator
Campus: Wantirna South
Employment Status: FTE 1.0 (Combination of Fixed Term and Ongoing)
Reports Directly To: Director of Teaching and Learning

Ministry Specifications:

Curriculum and Reporting Support (FTE 0.4 Ongoing)
• Using the student reporting software to produce end-of-semester student reports; including data preparation and entry, report template production, printing, compiling and distribution of students' academic and comparative reports, filing copies and creating electronic archives
• Using and maintaining student data software to enter a 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 SPA.
• General administrative support to the Director of Teaching and Learning and Heads of Teaching and Learning

Nationally Consistent Collection of Data on School Students with Disabilities (NCCD) (FTE 0.2 Ongoing)
• Support teachers and LEAPS staff in the collation and dissemination of relevant reports and correspondence in preparation of individual professional learning plans
• Manage NCCD database
• Follow up regulatory and compliance requirements
• Prepare various reports for NCCD collection
• To ensure high level of data integrity and confidentiality

LEAPS Administration (FTE 0.4 Fixed Term)
• Support the LEAPS Coordinators with updating and disseminating student learning plans and profiles
• Support the writing up of individual education plans (IEPs) for students
• Support staff to ensure the effective exchange of information around reporting requirements

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 SCM 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

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:

- 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.