



Position Description

Position:	Curriculum and Learning Administrator
Position Status:	Full-time (1.0 FTE), ongoing
Classification:	Level 6, in accordance with the Presbyterian Ladies' College General Staff Agreement 2022-2024
Annual Leave:	5 weeks' annual leave to be taken during term-time breaks (this includes a mandatory shut down period over Christmas and New Year as well as College shut down days)
Reports to:	Deputy Principal (Curriculum and Learning). All positions in the College ultimately report to the Principal.

Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service, and these provide an enduring foundation for dynamic learning.

The College Mission is an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalises learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.



Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.

Context of the Role

The Curriculum Team is led by the Deputy Principal (Curriculum and Learning) and comprises the Director of Staff Development and their team, the VCE Coordinator, IB Coordinator and Years 7-10 Learning Coordinator, Careers Development Practitioners, Personal Assistant to the Deputy Principal (Curriculum and Learning) and the School Administrator.

The Curriculum Team is responsible for curriculum development, review and administration to ensure all students and teachers of the Senior School thrive in an enriching learning environment, student progress is communicated effectively to the students and their parents, and that all compliance requirements to the VRQA, VCAA and the IBO are met.

Curriculum staff in the College will also be aligned to the College's goals, as set out in the strategic plan.

Position Overview

The Curriculum and Learning Administrator will work closely with the Curriculum Coordinators and the Information Technology Services (ITS) team to deliver curriculum related administrative support services for the Senior School.

The role requires sound technical competence, involving tracking and maintaining curriculum related data in spreadsheets and relevant systems. Strong attention to detail, a continuous improvement mindset, and the ability to operate autonomously will be key to the incumbent's success in this role.

Key Responsibilities:

Examples of duties include but are not limited to:

Administration

- update Curriculum Documentation via Wyse (College intranet) annually with relevant curriculum information and work with the Publications team to produce PDF format curriculum guides for the PLC website
- support the internal and external examination processes, including preparing seating plans, special examination arrangements and coordinating papers with teachers and supervisors
- support data entry and checking in IBIS and VASS databases
- undertake other duties as determined by Curriculum Coordinators and the Deputy Principal (Curriculum and Learning)

Communication

- build and sustain positive relationships with staff, parents, students and other members of the College community
- utilise communication systems within the College including email, newsletters and Wyse to communicate effectively with parents, students and staff regarding timelines, events and administrative tasks
- take meeting minutes as requested to ensure an accurate record of all meetings is provided to those present and all action items are followed up accordingly



- build relationships with relevant networks to develop further understanding of the role and support others in the learning community

Organisation

- manage their own workflow in an efficient and effective manner
- comply with all relevant legislation, and policies and procedures which may be amended from time to time
- attend staff meetings and staff professional development days as directed
- ensure the confidentiality and privacy of members of the College community is respected

Information and Data Management

- maintain effective document management processes
- maintain information on Wyse (College intranet)
- prepare manual and system-generated reports upon request
- undertake general word processing, spreadsheets and other computer solutions as required such as MS Office, Synergetic etc

Key Relationships:

- Deputy Principal (Curriculum and Learning)
- Curriculum Team members
- Senior School Teachers and Staff

Qualifications / Registrations / Certifications:

- current Working with Children Check (Employee), essential
- postgraduate qualification would be well regarded

Knowledge, Skills and Experience:

- experience in a similar role in a school, or a role requiring sound data management skills (e.g. policy, compliance, accounting)
- excellent word processing and IT skills
- experience with Synergetic would be well regarded

Key Attributes:

- high attention to detail and accuracy
- ability to prioritise workflow and have more than one task active at a time
- sound communication skills, both written and verbal
- integrity, responsibility and leadership
- self-motivated and self-directed, yet able to work in a team
- ability to plan ahead and manage the day-to-day workflow in a calm and considered manner
- ability to work under pressure, where priorities can often shift
- discretion and a mature understanding of confidentiality issues
- willingness to adapt to different situations and tasks on a day-to-day basis
- a warm, positive and considerate manner
- positive interpersonal skills with a friendly can-do attitude
- actively support the College's mission, values and goals in all dealings with members of the school family and wider community
- commitment to the continual upgrade of personal skills and qualifications



Additional Information Relating to the Position

From 13 May 2024, as a prerequisite of employment, all staff members must acknowledge they have read and understood the contents of the PLC Recruitment Pack and will comply with PLC's Child Safety, Health & Safety, and Policy & Compliance commitments by signing the relevant section in their contract prior to commencing employment.

All appointments of general staff are subject to a satisfactory National Police Check, at the expense of the employer.

Mrs Cheryl Penberthy

Principal

October 2024

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive