POSITION DESCRIPTION
Administrative Assistant (Senior Curriculum)

The Administrative Assistant (Senior Curriculum) supports the Learning & Teaching leaders and team members by performing all administrative tasks related to the Victorian Assessment Software System (VASS), Vocational Education and Training (VET) and supporting the operation of the Careers and Pathways services in the College. The Administrative Assistant (Senior Curriculum) is responsible to the Principal, through the Deputy Principal (Learning and Teaching), Curriculum Leader (Year 11 & 12), VET Leader, the Careers & Pathways Coordinator, and the Business Manager.

CHILD SAFETY

Every person employed or volunteering at Kolbe Catholic College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. (CECV Commitment Statement to Child Safety). Such responsibility requires employees to:

- provide students with a child-safe environment
- be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- proactively monitor and support student wellbeing
- exercise pastoral care in a manner which reflects school values
- implement strategies which promote a healthy and positive learning environment

RESPONSIBILITIES AND SPECIFIC DUTIES:

SENIOR CURRICULUM

- Provide practical and administrative assistance to the Curriculum Leader (Year 11 & 12), Learning Leader (VCE VM), Learning Leader (VET) and Careers and Pathways Coordinator
- Schedule any required parent meetings and communicate with families on behalf of the Senior Curriculum team
- Maintain VCE, VCE VM, VPC, VET & SBAT student-related records and proformas
- Distribute all relevant VCAA publications (VCE, VCE VM, VET, SBAT, NAPLAN etc)
- Enter and maintain VCE, VCE VM, VPC and VET subject and student data including SAC scores, SAT scores and Indicative Grades
- Transfer all VCE, VET and VCE VM and VPC Timetable data into VASS
- Establish and maintain all subsequent VASS lists and student personal details for students in Years 10 - 12
- Print, distribute and update Student Personal Detail forms, VCE and VET Examination timetables and Subject data
- Produce eligibility reports, as required.
- Alert Curriculum Leader (Year 11 & 12) to any students at risk of failing to meet the requirements of their senior certificate
- Ensure the highest levels of accuracy in maintenance of VASS records.
- Assist with the development and maintenance of the College Handbooks relating to Careers, VET and Senior Curriculum
- Compile subject selection resources and packs for students & families

VOCATIONAL EDUCATION AND TRAINING (VET)

- Collate and maintain student attendance data for students in offsite VET programs
- Support in the enrolment process of students into VET courses, including distribution and collation of forms
- Support in the registration of students with external Registered Training Organisations (RTO)
- Collate and distribute documentation and certificates provided by RTOs
- Support in the administration and planning of student training activities such as First Aid, Food Handling and other vocational competencies
- Assist the VET Leader with the preparation of VET budgets

CAREERS AND PATHWAYS

- Liaise with SBATs & apprenticeship agency contacts to ensure contracts are returned & uploaded correctly into VASS
- Manage booking system for year 12 Term 1 & 3 Careers interviews and schedule meetings on behalf of the Careers Team
- Undertake and record follow up contact with exited students who are under 17 years old and have an approved Exemption from School.
- Create, distribute, collect and record documents connected with work placement (Structured Workplace Learning and Work Experience), Trade Pathways Program, VET programs.
- Maintain the work experience register, with employer contact details
- Update individual career interview minutes
- Assist with development and maintenance of Careers and Pathways Publications and online Resources under the advice of the Careers & Pathways Coordinator.
- As directed by the Careers Coordinator, book and arrange excursions such as VCE Careers expo, TIS, Try a Trade
- Attend appropriate careers excursions & information nights, as required

Other Duties

- Other administrative duties including but not limited to Reception and Student Services cover in the case of absence.
- Other duties as required by and negotiated with the Principal, Deputy Principal(s), Business Manager
- The list of duties may be further developed and modified to utilise the individual strengths and initiatives of the incumbent and to address the needs of the developing College
- Attend non-teaching staff meetings and team meetings as required.

Position Classification:

- Education Support Officer - Category C, Level 2

Key Criteria

General

- A current National Criminal Records Check
- A current Working with Children Check Card
- A current Level 2 First Aid Certificate is desirable.
- Effective planning and organisational skills; ability to manage multiple deadline and competing demands
- Excellent interpersonal and communication skills to interact effectively with students, parents, and staff.
- Professional telephone and customer service etiquette
- A high level of literacy, numeracy and information technology skills
- A high level of ability in managing and editing data in spreadsheet software
- Ability to work independently as well as within a team environment
- The ability to maintain the highest levels of confidentiality when dealing with privileged information
- Commitment to the value and ethos of Catholic education
- Generosity of spirit, optimism, adaptability and enthusiasm