Sacred Heart Girls' College

Position Description

Learning and Teaching Administration Officer

Sacred Heart Girls' College is a Catholic faith community enriched by the RNDM charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and nurturing our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with the school, local and global communities

About the Position

The Learning and Teaching Administration Officer provides administrative and organisational support across the Learning and Teaching areas of the College, ensuring the smooth and efficient operation of key programs and processes. The role spans three key areas: Extras Coordination, Learning Diversity Administration, and VCE and Pathways Administration.

The Learning and Teaching Administration Officer plays a critical enabling role, supporting leaders and teachers by managing systems, data, communications and logistics with accuracy, efficiency and confidentiality. They ensure that administrative processes are well coordinated so that staff can focus on teaching, learning and student engagement.

The Learning and Teaching Administration Officer promotes the philosophy of the College as outlined in the Mission and Vision Statement. The Learning and Teaching Administration Officer will provide students with a child-safe environment and be familiar with and comply with the College's child-safe policy and Code of Conduct, and any other policies or procedures relating to Child Safety.

Key Responsibilities

Extras Coordination

Reporting to the Director of Organisation, the Learning and Teaching Administration Officer coordinates daily staff coverage to ensure all classes and duties are appropriately supervised across the school day.

Responsibilities include:

- Manage daily staff absences and organise appropriate replacement supervision.
- Allocate extras, yard duties and supervision duties in line with College policy and agreements, monitoring equity in the spread of extras across staff.
- Engage Casual Relief Teachers (CRTs) as required within budget guidelines and in consultation with leadership.

- Publish daily extras allocation to staff by 8:15am and communicate changes to staff and students.
- Update room changes and duties in SIMON.
- Maintain accurate records of staff absences and extras allocation.
- Liaise with staff regarding work provided for absences and ensure it is accessible on SIMON for the replacement teacher.
- In conjunction with Planning Team members, organise staffing for excursions, camps and other school activities, ensuring that DEET and MACS guidelines regarding staff-student ratios and safety are met.
- Liaise with the Deputy Principal Staff to ensure adequate coverage is arranged for teachers on extended periods of absence.
- Monitor staff absences and maintain records of the number of extra classes undertaken by teachers (DRTs, in-lieus, paid extras etc).
- Maintain a current list of short-term replacement teachers and CRTs, in consultation with the Deputy Principal Staff.
- Provide CRT payroll information to Finance.

Learning Diversity Administration

Reporting to the Learning Diversity Leader, the Learning and Teaching Administration Officer provides administrative support to the Learning Diversity team to assist with student learning support processes and data management.

Responsibilities include:
- Coordinate meetings between families and Learning Diversity staff, including bookings and communication.
- Organise Program Support Group Meetings (PSGMs), including scheduling, document preparation, minute-taking and distribution/uploading of minutes and associated documentation.
- Support Nationally Consistent Collection of Data (NCCD) processes, including data entry, evidence collection and reporting support.
- Assist with special examination arrangements and learning adjustments.
- Support communication between Learning Diversity staff, teachers and families.
- Maintain confidentiality of all student and family information.

VCE and Pathways Administration

Reporting to the VCE Leader, the Learning and Teaching Administration Officer manages VASS administration and provides support for VCE, VCE VM, VET and Pathways processes to ensure compliance and accuracy.

Responsibilities include:
- Set up and maintain VCE, VCE VM and VET enrolments in VASS.
- Enter and update student subject enrolments, transfers and program changes.
- Enter coursework, SAC and SAT results in line with VCAA requirements.
- Assist with GAT and VCE examination organisation, including special provisions.
- Maintain accurate VASS records for auditing and compliance purposes.
- Provide administrative support for VCE peer tutoring programs.

Child Safety and Professional Responsibilities

The Learning and Teaching Administration Officer ensures all practices align with College policies, child safety requirements and professional expectations.

Responsibilities include:

- Provide students with a child-safe environment and comply with all child safety policies and procedures.
- Promote and model the mission, vision and values of the College.
- Foster a supportive and inclusive environment that enables all students to achieve their full potential.
- Ensure all responsibilities are carried out in accordance with College policies, procedures and professional standards.
- Attend College formation days and professional learning activities as required.

Experience and Skills

Experience

- Experience working in school administration or a similar complex organisational environment.
- Experience using Microsoft Office 365, Learning Management Systems such as SIMON, database systems such as Synergetic and timetabling systems such as Timetabling Solutions.
- Experience working with VASS, VCAA processes or senior secondary pathways administration.

Skills

- High level organisational, time and workload management skills, including the ability to prioritise workload to meet strict deadlines.
- Strong problem-solving and analytical skills.
- High level of accuracy and attention to detail, particularly with data entry and compliance tasks.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Strong interpersonal skills with the ability to build effective working relationships across a school community.
- Ability to work both independently and as a member of a team.
- High level computer literacy and proficiency in using software such as Microsoft Office applications with a willingness to learn new packages as appropriate.

Variation to the Position

The principal, or delegate may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

Terms and Conditions

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

Reports to	Director of Organisation, VCE Leader and Learning Diversity Leader
Internal Liaisons	Staff, parents/carers and students
External Liaisons	VCAA, NCCD
Conditions	Education Support Officer - Category B (Level 3) Full Time – Monday to Friday 7.00am-3.00pm Salary and conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement 2022
Appointment Time	Ongoing