



General Administration Sub-School and Student Support Position Description

Job Title:	Education Support General Administration – Sub-School and Student Support	Reports To:	Business Manager; Assistant Principal (Students); Heads of School (Middle and Junior)
Department:	Administration	Level:	1:2
Teams:	Business Administration and Sub-School	Direct Reports:	N/A
Performance Review:	Business Manager	ES Manager:	Business Manager

Role

There is an attendance requirement for this position of up to 6 days during the school holiday period prior to the commencement of a new school year.

Standard DET ES Level 1 Range 2 Role Description

Performs and/or supervises tasks that are carried out in accordance with guidelines, accepted practice and school policy. This may include the supervision and coordination of other education support class staff within the work area or educational program. Supervision and coordination would be limited to ensuring routine tasks are performed to required standards. Input into identifying training needs and development of education support class staff within the work area or educational program becomes an important feature at range 2.

Specialised support to achieve specific outcomes is a feature of range 2. Typically this will involve accountability for a single function, (e.g. ensuring data is properly maintained) or the operation of a work area (e.g. managing the day to day operation of a school office) under the direction of the principal or another senior manager.

Provides support to teachers and students that is beyond the routine support provided at education support class Level 1, range 1. Within an educational program assists teachers with the coordination of the support function, such as directing/organising the work of other support staff or providing a specialist support role.

Undertakes medical intervention support tasks or other specialised student/teacher support



roles that require specific training that must be updated from time to time. The role is for a specific purpose for which there will be direct accountability as opposed to support roles that are carried out by a range of staff performing routine tasks under direction.

Performs technical tasks that require a sound knowledge of basic technical and/or scientific principles that are used to develop and adapt work methods and make judgements where there are clear guidelines and limited options. Routine technical support in libraries, science and information technology laboratories would be typical examples.

An education support class position supports the educational services being provided to students, but must not include duties of teaching as defined in clause 2.6.1 of the Education and Training Reform Act 2006 (Vic) or its successor. Supervision of students cannot be required except where it is an integral part of the employee's position or involves supervision of students individually or in small groups, in controlled circumstances, where the responsibility for students remains clearly with a teacher.

Responsibilities

- Work professionally, courteously and cooperatively with internal and external clients. This role involves close interaction with a wide range of parents, students and staff.
- Maintain confidentiality and sensitivity in all aspects of the role.
- Maintain currency of professional knowledge and skills.
- Assist in ensuring that the school complies with government regulations and policies.
- Comply with OH&S requirements and maintain a safe and healthy workplace for self and others.
- Fulfil and duties assigned by the principal or delegate within the relevant ES dimensions of work
(<http://www.education.vic.gov.au/hrweb/workm/Pages/dimensSSO.aspx>)

Duties

- Delivery of administrative services to the Year 7-10 Sub-Schools in support of Head of Junior and Middle School and Year Level Program Leaders (YLPLs)
- Support student management systems and processes including uniform passes, late check-ins, suspensions and attendance monitoring and notifications
- Enter and compile student achievement, wellbeing and attendance data as required by the Sub-School
- Maintain school records system, including computerised student and school records and databases
- Support Sub-School staff with event and camps preparation and attend events and camps as required (eg: City School, Work Experience)
- Respond to initial student and parent queries and direct as required to relevant Sub-School personnel
- Implement strategies and processes to ensure effective administration, communication and record-keeping within the Sub-School
- Support General Office enquiries and reception when required
- Provide First Aid support and staff training when required
- Manage school-wide lost property system and storage



- Liaise with sub-school and other staff in regard to support requirements
- Other duties as requested by the Principal or Business Manager

Other Information (Includes Academic Qualifications and Experience)

- Current and valid Working with Children Check is required.
- Expertise and skills in the use of Microsoft Office, CASES21, Compass and learning management systems are not a prerequisite for this position (although an advantage)
- Capacity to learn the programs and develop the skills to apply them to a high level is essential. Support will be provided throughout the training period, should this be required.

Selection Criteria

Standard DET ES Level 1 Range 2 Selection Criteria

- SC1 Demonstrated experience and skills in coordinating a specific education support function.
- SC2 Demonstrated capacity to supervise the work of other support staff and to develop procedures and guidelines relating to the work area.
- SC3 Demonstrated high level oral and written communication skills.
- SC4 Possess the technical knowledge and expertise relevant to the position.
- SC5 Demonstrated capacity to provide advice and support to management in respect to the work area.
- SC6 Demonstrated commitment to professional learning and growth for both self and others.