



NCCD Administration Officer

Classification	Education Support Officer Level 2-1 Category B
Award	Victorian Catholic Education Multi Employer Agreement (VCEMEA) 2018
Tenure	Ongoing
Employment	Full Time
Reports to	Learning Diversity Leader

Our College

St Mary's is a Catholic College that has its origins in the vision of Catherine McAuley, the foundress of the Sisters of Mercy. The College is governed by Melbourne Archdiocese Catholic Schools (MACS).

The College has a dedicated staff, visionary College Advisory Council, committed P&F, supportive parents and parish led by Fr Eugene Ashkar. The College motto, 'Protect and Care for Us' values every member of our College community.

A holistic education brings together faith, community, friends and learning. We develop the skills and knowledge that will assist students to become motivated and thoughtful citizens, promoting achievement, wellbeing and engagement.

Our College believes that all things are possible when students understand their God-given gifts and abilities and who never give up on their dreams. Academic success, student wellbeing and faith formation assist students to grow from curious Foundation students into responsible, respectful and capable young adults who understand the importance of giving back to their family, school and wider community.

Our teaching and non-teaching staff, as role models, inspire the students through their enthusiasm and passion for learning. At St Mary's we believe that nurturing a personal relationship with Christ is our greatest responsibility.

Our Vision

A welcoming Catholic community that respects our heritage and looks to a sustainable future. We inspire learning excellence, resilience and service to others.

Mercy Values and Ethos

- Compassion: Responding to vulnerability with care and concern
- Justice: Seeking fair and equitable outcomes for all
- Respect: Treating all whom we meet with joy and kindness
- Hospitality: Offering welcome and comfort
- Service: Dedicated to proclaiming God's love through word and deed
- Courage: Willing to speak up and speak out in response to injustice

Position Overview

The position of NCCD Administration Officer will provide administrative support to the Learning Diversity Leader and facilitate student data collation and evidence gathering to meet our NCCD requirements. Integral to the key duties is providing teachers with PLP (Personal Learning Plan) administration support.

The NCCD Administration Officer is directly responsible to the Learning Diversity Leader.

This Position Description may be subject to change during the term of appointment as part of a normal process of ongoing evaluation of the College's operations.

Key Duties & Responsibilities

NCCD Administration Officer

- Support the Learning Diversity Leader with the entry, gathering and tracking of relevant NCCD data, including assessments, PLP storage, Teacher NCCD evidence and wellbeing information.
- Maintain database of students on NCCD.
- Assist in recording student needs and adjustments through the PLP each term and maintain up to date records.
- Directly support teachers in uploading information / documentation to student learning profile.
- Assist in booking PSG (Parent Support Group) meetings with parents of students with a PLP.
- Liaise with parents regarding scheduling of meetings, follow up of documentation.
- Minute taking and distribution.
- To support the enrolment process by ensuring all relevant documentation related to student need is collected and uploaded to SIMON.
- Liaise with external stakeholders to collect student information and reports.
- Assisting the Learning Diversity Team with letters, documents and presentations as requested
- In conjunction with the nurses initiate the appropriate standardised Student Health Support Plans for students and revise annually.
- Facilitate updates / changes to the Student Health Support Plans if required.
- Finalise the Student Health Support Plan and upload to Student Notes
- Assist the nurses in ensuring all Medical Management Plans are up to date and the information is readily available to all staff.

Child Safety

- 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.
- Assist in the provision of a child-safe environment for students.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Professional Practice

- Attend training and professional learning programs to maintain skillset for this role.
- Participate in performance appraisal.

Other Duties

- Demonstrate professional and collegiate relationships.
 - Contribute to a healthy and safe work environment for self, others and complies with safe work policies and procedures.
 - Be familiar and comply with the College's First Aid and Emergency Procedures;
 - Attend whole College events such as College assemblies, sports events, mass, community, and faith days.
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Child Safety

St Mary's College is committed to the safety, wellbeing and inclusion of our students.

The College has a zero tolerance to all forms of child abuse and actively works to listen and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

All staff appointed to the College are expected to take an active role in maintaining children's safety and have a demonstrated understanding of appropriate behaviours when engaging with children. They must therefore be a

suitable person to engage in child connected work while holding a current registration with the Victorian Institute of Teaching (VIT) (teaching staff) **OR** a Victorian Working with Children Card (WWCC) (other College staff).

Staff are required to have a sound knowledge of their legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.

Staff must adhere to the following:

- A thorough understanding of the College's Child Protection - Child Safety and Wellbeing Policies and the College's Child Safety Code of Conduct, and any other policies and procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the *VCEMEA 2018 Clause 13 – Managing Employment Concerns*.

Occupational Health and Safety

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

Staff are to:

- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- Report hazards, accidents or incidents (near misses) in accordance with agreed College procedures;
- Follow established safe working procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act;
- Not wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others; and
- Not wilfully place at risk the health and safety of any other person in the workforce.

The complete Occupational Health and Safety Policy may be viewed by accessing

<https://www.smseymour.catholic.edu.au/our-school/college-policies/>

Selection Criteria

Commitment to Catholic Education

- A demonstrated understanding of the ethos of a Catholic school and its mission.

Commitment to Child Safety

- Experience working with children.
- A demonstrated understanding of child safety.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- Be a suitable person to engage in child-connected work.
- Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.

Qualifications/Experience

- Relevant experience in administration.
- Certificate III or Certificate IV Education Support – desirable.
- Experience working in an educational environment - desirable.
- Good working knowledge of the Microsoft office Suite.

Skills and Attributes

- Well-developed interpersonal skills with the ability to develop and maintain strong working relationships with key stakeholders
- Strong organisational skills with the ability to prioritise tasks and work well under pressure.
- Very good oral and written communication skills with the ability to communicate clearly and succinctly and remain calm under pressure.
- Ability to work collaboratively and promote a positive culture within a team environment.
- Enthusiastic and highly motivated with a commitment to continuous improvement.
- Ability to work with a minimum of supervision.

Other information

- *This position is located at 90 High Street, Seymour 3660.*
 - *Terms and conditions of service are set out in the VCEMEA (2018).*
 - *The successful applicant must hold or be willing to acquire a Working With Children Check card and a National Police Record check before employment.*
 - *St Mary's College, Seymour is a Child Safe School. We promote the safety, wellbeing and inclusion of all children.*
- Position description created 10 March 2023.*