



St Bede's
College

Role Description

Learning Diversity Administrator

St Bede's College is a Catholic school in the Lasallian spirit and tradition. The College is a faith community committed to social justice, especially to those who are *"the lost, the least and the last"*. Our motto is *Per Vias Rectas* (By Right Paths).

This role description is written in light of the Mission and Vision Statements of the College. Our Community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. The College seeks to assist young people to take their place in society, alive with the wisdom of the gospel

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

St Bede's College is a Child Safe School

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young people and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

Overview

The College Learning Diversity Administrator (LDA), is a key member of the Learning Diversity Team, and reports directly to the Learning Diversity Leaders. As this is a cross-campus role, the LDA will be situated in the Learning Diversity Administration Department at both campuses.

The LDA will be a member of the NCCD Team and the Intervention Framework Team. He or she is responsible for the efficient clerical administration of the Learning Diversity Department. The LDA will provide high level support to the Learning Diversity Leaders, including processing confidential reports, documents and correspondence.

Critical to our success will be an approach that:

- embodies the values and standards of the school
- adopts a personal approach to relationships
- demonstrates efficiency, accuracy, and competency in our work
- is proactive

Attributes and Competencies

The Learning Diversity Administrative Assistant role requires the ability to perform highly skilled administrative work of a confidential nature. This position requires a high degree of accuracy, accountability, and attention to detail. The incumbent will be required to adopt a structured and systematic approach to record keeping including database management.

The incumbent will require excellent computer skills, the ability to multitask and to work with a high degree of accuracy and independence. This role requires knowledge of general office routines and systems, an operational knowledge of photocopiers, excellent interpersonal communication and telephone skills and a genuine interest in families and students. Experience with NCCD, Synergetic and SharePoint is an advantage.

Specific Duties

- be responsible for Data Collection and Data Integrity within the College, whilst adhering to NCCD requirements and Government regulations
- be responsible for College Learning Diversity data management, record-keeping and information storage, whilst protecting confidentiality. This will include Personalised Learning Plan and Student Adjustment Plan processes.
- support, investigate, maintain and constantly improve the data management system for recording keeping and documentation, specifically in support of NCCD
- in conjunction with the Learning Data Leader and Learning Systems Leader, organise and oversee the PSG appointment processes, including scheduling, inviting outsourced professionals, collecting and collating PSG Progress Report feedback and disseminating PSG Minutes
- taking minutes at PSG meetings at the Bentleigh East Campus
- assist the LDL to manage the documentation related to the I CAN Network Program at the Bentleigh East Campus
- Managing DocuSign processes, including developing templates and the dissemination of PSG Minutes, PLPs and SAPs

- Saving PLPs, SAPs, PSG minutes into the SIMON and Network Drive systems
- creating and maintaining formal templates for documents such as Personalised Learning Plans
- collating student history statements to support applications for VCAA Special Provisions.
- handling sensitive and confidential information.
- managing files including scanning, removal of superseded documentation and archiving
- assisting with the transition processes of new students and enrolment paperwork specific to the Learning Diversity program
- managing the evidence of consultation and collaboration with the student and/or parents and carers or associates
- assisting the LDLs with accessing NCCD evidence and preparing documentation for specific purposes, such as NCCD MACS Consultants and out sourced NCCD auditors
- demonstrating ability to effectively communicate with school administration, fellow teachers, related services staff, parents and guardians
- having the ability to work as part of a team
- having well-developed IT knowledge and skills including a knowledge of, and experience in, the application of digital technologies such as, SIMON, Word, Excel, DocuSign and Operoo.
- having capabilities in the application of data management systems for recording keeping and documentation, such as SIMON
- demonstrating ability to communicate clearly, personably and effectively
- having the capacity to maintain professional relationships within the College community and with other organisations on behalf of the College
- having the capacity to multitask and pay close attention to detail
- assisting the LDL at each Campus in timetabling the LSO support for individual students and their learning needs
- Performing other day-to-day operations as requested by the LDLs

This position description is a guide only, and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal, in response to the changing needs of the School, and the development of skills and knowledge.

Any additional responsibilities, as requested by the Principal or the Principal's Representative, shall be determined through consultation and agreement.

Conditions

This position reports to the Learning Diversity Leadership Team. It is an Education Support Level 3 role, across 3 days a week, with normal working hours between 8.00am and 4.00pm.