



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 men 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 men 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:

Learning Diversity Administrator, Cross Campus, Full Time Role at St Bede's College:

St Bede's College is an independent Catholic College for boys with over 2000 students across two campuses. The campuses are located in Mentone and Bentleigh East. The College caters for boys from Years 7 to 12. It is a Catholic school conducted in the Lasallian tradition.

At our school, students are encouraged to live by the core values of faith, knowledge and service and to achieve their best, academically. St Bede's aims to promote and enhance student wellbeing, ensure that the students can acquire the skills necessary for 21st century learning and bring students to a knowledge and love of God.

St Bede's College is committed to the creation and maintenance of a child safe school environment. The care, safety and welfare of students are embedded in policies and procedures which ensure a commitment to zero tolerance of child abuse. All actions, and programs will maintain high ethical standards and work in accord with child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. St Bede's College is an equal opportunity employer.

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

The LDA will:

- 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
- manage DocuSign processes, including developing templates and the dissemination of PSG Minutes, PLPs and SAPs
- Save PLPs, SAPs, PSG minutes into the SIMON and Network Drive systems
- create and maintain formal templates for documents such as Personalised Learning Plans

- collate student history statements to support applications for VCAA Special Provisions.
- handle sensitive and confidential information.
- manage files including scanning, removal of superseded documentation and archiving
- assist with the transition processes of new students and enrolment paperwork specific to the Learning Diversity program
- manage the evidence of consultation and collaboration with the student and/or parents and carers or associates
- assist the LDLs with accessing NCCD evidence and preparing documentation for specific purposes, such as NCCD MACS Consultants and out sourced NCCD auditors
- demonstrate ability to effectively communicate with school administration, fellow teachers, related services staff, parents and guardians
- have the ability to work as part of a team
- have 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.
- have capabilities in the application of data management systems for recording keeping and documentation, such as SIMON
- demonstrate ability to communicate clearly, personably and effectively
- have the capacity to maintain professional relationships within the College community and with other organisations on behalf of the College
- have the capacity to multitask and pay close attention to detail
- assist the LDL at each Campus in timetabling the LSO support for individual students and their learning needs
- perform other day-to-day operations as requested by the LDLs
- in times of need, assist students with special needs in the classroom.

This duty statement 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.

Skills and Qualities Required

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.

Terms and Conditions

The College performs thorough assessments of potential and existing employees. The screening process includes but is not limited to Criminal Records Checks and Working with Children Checks.

This is an Education Support role. Working hours will normally be 8.00am to 4.00pm. The successful applicant will work across both the Mentone and Bentleigh East Campus. The successful applicant will be required to work one week during each of the school holidays.