

## Senior Sub School Assistant

### POSITION DETAILS

<b>Position Title:</b>	Senior Sub School Assistant
<b>Department:</b>	Administration
<b>Classification Level:</b>	Education Support Level 1 – Range 3
<b>Time Fraction:</b>	0.86 (32.68 hrs per week) 8.30am – 3.45pm
<b>Contract Tenure/Employment Type:</b>	Fixed Term
<b>Superannuation:</b>	12%
<b>Location:</b>	Warrnambool College – Grafton Road

*Note that probation periods of three or six months apply to all positions. Appointment to the College may be subject to satisfactory police check and Working with Children Check.*

### ABOUT THE ROLE

#### PRIMARY PURPOSE AND OBJECTIVE OF THE POSITION

The Sub School Assistant plays a vital role in supporting the smooth operation of the Sub School by providing administrative and customer service support. Based in the Sub School Office, the assistant works under the supervision of the 2 Year Level Leading Teachers, ensuring efficient coordination of daily tasks and activities. This role serves as a key point of contact for students, parents, and staff, requiring strong interpersonal skills and a proactive approach to problem-solving.

#### Key Responsibilities

- Provide friendly, professional, and efficient assistance to students, parents, and staff.
- Prioritise and manage workload effectively to meet deadlines and service expectations.
- Communicate clearly and professionally with a wide range of stakeholders.

#### ORGANISATIONAL RELATIONSHIPS AND IMPACT

The **Education Support – Senior Sub School Assistant** will act as a first point of contact for students and parents accessing the Senior School Administration Office.

The position is required to work cooperatively with both internal and external clients and involves close interaction with a range of staff including Co-ordinators, Sub Schools, Careers and Transition personal and the Principal Team.

Consistency is vital in all aspects of this role as the dissemination of consistent, accurate information is essential.

The position at this level performs and/or supervises activities that are carried out in accordance with guidelines, accepted practice and school policy. This includes the supervision and coordination of

other Education Support staff within the work area. Specialised support to achieve specific outcomes becomes a feature at this level e.g. managing a school office under the direction of the business manager or principal.

## CLASSIFICATION CONTEXT AND TASK LEVEL

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The classification of this role aligns with the Victorian Government Schools Agreement (VGSA) based on the advertised level. Responsibilities include:

- Coordinating and supporting teachers and educational programs.
- Managing timetables and overseeing the organisation of work of the office.
- Providing routine supervision, guidance, and support to other student support staff at ES Level 1, Range 2.
- Liaising with external service providers regarding defined support needs and resources.
- Assisting with communication regarding student progress and educational programs.
- Coordinating school circulars, newsletters, and routine school communications.
- Maintaining confidentiality and accuracy of records.
- Preparing reports and documentation, including data management.
- Overseeing day-to-day operations of the Sub School office.

## REPORTS TO

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This position has line management responsibilities to the Senior School Ass Principal, but on a day-to-day basis is accountable to the Senior School Leader.

The **Education Support – Senior Sub School Assistant** is part of the Senior School Team, whose responsibility is to work co-operatively as part of the team, ensuring a professional, productive, friendly and efficient workplace.

## DUTIES AND RESPONSIBILITIES

<b>Student Attendance Administration</b>	<ul style="list-style-type: none"> <li>● Monitor and manage student attendance records, ensuring accurate and timely data entry.</li> <li>● Daily review and maintenance of homegroup attendance rolls.</li> <li>● Managing student attendance databases and required documentation, ensuring Departmental Policy is followed.</li> <li>● Following up on student absences, liaising with families and staff as needed.</li> <li>● Generate reports for Year level leaders and managers that identify students requiring additional attendance support.</li> <li>● Understand the underlying causes of student absences to support parent conversations</li> <li>● Complete and submit Departmental referrals such as DET Absences and Navigator.</li> <li>● Attend meetings as required to support discussion of supports for students at risk.</li> <li>● Manage student attendance in the 'U' class and tier 3 absences.</li> </ul>
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## DUTIES AND RESPONSIBILITIES

<b>Supporting Student Engagement</b>	<ul style="list-style-type: none"> <li>● Providing initial student wellbeing triage before referring to the Wellbeing Centre.</li> <li>● Assist students to engage in self-regulation strategies in line with the School's Wellbeing and Engagement Policy.</li> <li>● Supervise and support students requiring regulation breaks and additional academic support in designated spaces.</li> <li>● Administering uniform-related tasks and support.</li> </ul>
<b>Incident Follow-up and Student Support</b>	<ul style="list-style-type: none"> <li>● Assist in tracking and documenting student academic, wellbeing and behavioural incidents</li> <li>● Support the coordination of follow up actions, including communication with students, staff and families</li> <li>● Provide administrative support for school intervention programs and restorative practices</li> <li>● Contribute to student support meetings and case management as required</li> <li>● Support students with transition</li> </ul>
<b>General Administrative and Team Support</b>	<ul style="list-style-type: none"> <li>● Maintain confidential student records and provide reports as needed</li> <li>● Support the implementation of school wide wellbeing and engagement initiatives.</li> <li>● Assisting the Events Manager in the organisation of year level events (e.g., graduations, parent information evenings, assemblies, camps).</li> <li>● Organisations of year level assemblies</li> <li>● Coordination of Positive reward points and prizes</li> <li>● Handling phone and general inquiries related to the year levels (sub school).</li> <li>● Managing administrative tasks, including word processing, filing, photocopying, and ordering supplies.</li> <li>● Performing other duties as directed by the Principal Class.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>● Stay up to date on best practices in student attendance, engagement and wellbeing</li> <li>● Participate in professional development opportunities to enhance skills and knowledge</li> </ul>

*This position description describes in general terms the normal duties which the Education Support is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility associated with the position.*

*Victorian Government Schools are child safe environments. Our school actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at <http://education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>*