

ES1-3 Senior Sub School Assistant, Careers & VASS Relief

POSITION DETAILS

Region	Barwon South-West	Area	Warrnambool
School	Warrnambool College	Classification	Education Support Level 1 – Range 3
Employment Status	Ongoing	FTE	0.86
Hours	32.68 hrs per week 8.30am – 3.45pm	Salary Range	\$73,467 – \$89,335 (Full-time equivalent salary)
School Website	http://wblcoll.vic.edu.au/		

ROLE

The Education Support – Senior Sub School Assistant provides administrative, student attendance, engagement and wellbeing support to ensure the efficient day-to-day operation of the Senior Sub School and Careers Offices at Warrnambool College, Grafton Road campus.

The position is a key point of contact for students, parents/carers and staff, providing professional and responsive assistance, maintaining accurate student records and supporting the Senior School leadership team with the coordination of student-related processes and activities.

The position is also the designated relief replacement for the VASS/VCE Administration Officer including coverage of planned and unplanned leave. During these periods, Sub School duties will need to be completed in conjunction with the VASS and associated VCE administration responsibilities.

CLASSIFICATION CONTEXT AND TASK LEVEL

The classification of this role aligns with the Victorian Government Schools Agreement (VGSA) based on the advertised level. Responsibilities include coordinating and supporting school administration, maintaining accurate and confidential records, communicating with students, families and staff, preparing reports and documentation, and ensuring the efficient operation of the work area.

The position works collaboratively with:

- Senior School Assistant Principal and Senior School Leader.
- Year Level Leaders and Sub School staff.
- VASS/VCE Administration Officer and Senior School team.
- Careers and Transition staff, teachers and other Education Support staff.
- Students, parents/carers and external service providers.

REPORTS TO

The position has line management responsibilities to the Senior School Assistant Principal and, on a day-to-day basis, is accountable to the Senior School Leader. During periods of VASS relief, the employee works in accordance with the direction of the relevant Senior School leader and follows established VASS and VCE administration procedures. The position will also provide administrative support to the Careers Team during periods of high workload and/or staff leave, as required.

The Education Support – Senior Sub School Assistant is part of the Senior School Team and is expected to work cooperatively to maintain a professional, productive, friendly and efficient workplace.

RESPONSIBILITIES

A. Student Attendance and Engagement

- Monitor and manage student attendance records, ensuring accurate and timely data entry.
- Daily review and maintenance of homegroup attendance rolls.
- Managing student attendance databases and required documentation, ensuring Departmental Policy is followed.
- Following up on student absences, liaising with families and staff as needed.
- Generate reports for Year level leaders and managers that identify students requiring additional attendance support.
- Understand the underlying causes of student absences to support parent conversations
- Complete and submit Departmental referrals such as DET Absences and Navigator.
- Attend meetings as required to support discussion of supports for students at risk.
- Manage student attendance in the 'U' class and tier 3 absences.

B. Supporting Student Engagement

- Providing initial student wellbeing triage before referring to the Wellbeing Centre.
- Assist students to engage in self-regulation strategies in line with the
- School's Wellbeing and Engagement Policy.
- Supervise and support students requiring regulation breaks and additional academic support in designated spaces.
- Administering uniform-related tasks and support.

C. Incident Follow up and Student Support

- Assist in tracking and documenting student academic, wellbeing and behavioural incidents
- Support the coordination of follow-up actions, including communication with students, staff and families
- Provide administrative support for school intervention programs and restorative practices
- Contribute to student support meetings and case management as required
- Support students with transition

D. General Administrative and Team Support

- Maintain confidential student records and provide reports as needed
- Support the implementation of school wide wellbeing and engagement initiatives.
- Assisting with the organisation of year level events (e.g., graduations, parent information evenings, assemblies, camps).
- Organisations of year level assemblies.
- Coordination of Positive reward points and prizes.
- Handling phone and general inquiries related to the year levels (sub school).
- Managing administrative tasks, including word processing, filing, photocopying, and ordering supplies.
- Performing other duties as directed by the Principal Class.

E. Designated VASS/VCE Administration Relief and Careers Support

This position is the designated relief replacement for the VASS/VCE Administration Officer during planned or unplanned leave. During these periods, the employee will assume the routine operational and administrative responsibilities required to maintain continuity of VASS and VCE

administration. The position will also provide administrative support to the Careers Team during periods of high workload and/or staff leave, as required.

F. Professional and Administrative Responsibilities

- Work flexibly in response to operational requirements and competing priorities across the Senior School team.
- Follow Department and College policies and procedures, including requirements relating to child safety, privacy, records management and information sharing.
- Maintain confidentiality and demonstrate sound judgement when handling sensitive student and family information.
- Communicate clearly and professionally with students, families, staff and external contacts.
- Participate in relevant meetings and professional learning as required.
- Demonstrate Warrnambool College values of Respect, Responsibility and Resilience.
- Undertake other duties consistent with the position classification as directed by the Principal or delegate.

CONDITIONS OF EMPLOYMENT

Qualifications and requirements:

- Ability to meet Department child safety and employment requirements.
- Demonstrated administrative experience and confidence using computer systems and maintaining accurate records.
- Experience with VASS, VCE administration or related school systems is desirable.
- Ability to maintain confidentiality and manage sensitive student information appropriately.
- Willingness to undertake relevant professional learning and training to support VASS/VCE relief responsibilities.

SELECTION CRITERIA

SC1 – Administration and Organisation

Demonstrated administrative and organisational skills, including the ability to manage competing priorities, meet deadlines and support the efficient operation of a busy school office.

SC2 – Student Attendance and Engagement

Demonstrated ability to maintain accurate attendance records, follow up student absences and support student engagement and wellbeing using established school procedures.

SC3 – Data Management and Accuracy

Demonstrated ability to enter, maintain and check information accurately, use school information systems and maintain confidential records. Experience with VASS or VCE administration is desirable.

SC4 – Communication and Relationships

Demonstrated written and verbal communication skills and high-level interpersonal skills, including a capacity to develop constructive relationships with students, parents and other staff.

SC5 – Teamwork and Professional Practice

Proven ability to contribute to and work both in a team environment and independently, including the ability to maintain discretion and confidentiality. Demonstrated high level organizational and time management skills and initiative.

EEO AND OHS COMMITMENT

The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognises that family-friendly, supportive, safe and harassment-free workplaces are essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

CHILD SAFE STANDARDS

Victorian government schools are child safe environments. Our schools 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: [Child Safe Standards: Policy | education.vic.gov.au](http://education.vic.gov.au/Child-Safe-Standards-Policy)

DE VALUES

The Department's employees commit to upholding DE's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. DE's Values complement each school's own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the DE values is available at: <http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx>

OTHER INFORMATION

Applications must include:

- A cover letter providing contact information including home address, email, and phone number.
- A CV with a summary of experience, qualifications and your Working with Children Check (WWCC) number.
- Specific Key Selection Criteria response.
- The names, email addresses and contact details (email and phone) for two referees.

For ease of handling by the school, all documents (cover letter, CV, and key selection criteria responses) can be saved as one pdf and uploaded to Recruitment Online. Please also ensure that your name is included in the header of each document.

Applicants seeking further information about the school or this position, are encouraged to contact the Jenny Waterhouse – Business Manager prior to the closing date of applications on 03 5564 4444 or email warrnambool.co@education.vic.gov.au

All staff employed by the department and schools have access to a broad range of employment conditions and working arrangements.

Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check. A probationary period may apply during the first year of employment and induction and support programs provided. Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at

<http://www.education.vic.gov.au/hrweb/Pages/default.aspx>