

ACADEMIC SERVICES OFFICER

JOB DESCRIPTION

Reports to: Dean of Teaching & Learning-Senior School

Responsible Executive: Head of Senior School

POSITION SUMMARY

The Academic Services Officer is responsible for the administration and co-ordination of a range of tasks related to Academic organisation and support within the College.

The Academic Services Officer is a key source of information and channel of communication to a variety of stakeholders including students, parents and staff in regards to co-coordinating relief teachers, assisting with timetabling and reporting, issuing textbook lists and co-ordinating parent teacher meetings.

ESSENTIAL CRITERIA

- i) **Education & Training**
 - Tertiary qualification in a relevant ILT or Administration discipline.
- ii) **Core Competencies (Knowledge, Skill & Experience)**
 - Excellent ILT skills and experience using both Windows and Mac devices, including Microsoft Office and Adobe Acrobat Pro
 - The ability to communicate effectively and professionally with staff, students and parents, including the ability to manage difficult situations and conversations.
 - Ability to work collaboratively with the Senior School leadership team and staff across the College as a whole whilst maintaining confidentiality
 - Proven track record in a role that requires autonomy, proactivity and self-motivation
 - Excellent organisational skills and ability to forward plan
 - Strong attention to detail with excellent literacy, writing and proofing skills
- iii) **Additional Requirements & Values**
 - Flexible in regards to availability and working hours
 - Demonstrated ability to embrace Scotch College Values of Service, Integrity & Stewardship
 - Demonstrated ability to abide by organisational Health & Safety Policy, Procedures
 - Ability to successfully apply for a Working with Children Clearance and a National Police Clearance
 - Willingness to uphold the ethos, values, policies and practices of the School and the Uniting Church

DESIRABLE CRITERIA

- Knowledge and understanding of the way schools operate
- Experience using Synergetic, Timetabler, Seqta and Edval software

CORE RESPONSIBILITIES & TASKS

CO-ORDINATING RELIEF

- Day-by-day administration of the relief roster in the Senior School for staff unable to teach their scheduled classes
- Provide support for the relief function in the Middle School
- Recruiting external relief teaches when required and completing pre-employment checks
- Ensure relief staff complete an ILT induction and are following the correct procedures
- Production and circulation of the daily bulletin/day sheet and collation and distribution of relief class materials
- Liaise with the Finance department, in particular the Payroll Officer regarding relief payments and monitoring of the relief budget
- Provide a budget report to the Dean of Teaching & Learning or the College Executive as required

TIMETABLING

- Help plan and communicate special timetable and rooming arrangements for non-routine periods in the life of the school such as replacement periods, camps, internal exam periods, NAPLAN testing and OLN A testing
- Use of timetable software to provide timetable information as required e.g. class lists, replacement student timetables and communicate timetable requirements with teaching staff
- Provide support to the Curriculum Administrator and ILT Curriculum Manager, such as inputting student options, as required

REPORTING

- Production of reports from TA/SEQTA, including student data, as required
- Support the production of the academic assessment calendars for Years 9-12 including the collation, input, merging of data between web app, excel and outlook
- Support the production and distribution of student reports
- Overseeing scheduling of the Semester Report timeline, ensuring staff adherence to timeline, running various report checking procedures, data/software manipulation of TA i.e. bridging of classes, the production of how to materials and the download and input of data
- Act as a liaison regarding information exchange between PLC and Scotch

TEXT BOOK/RESOURCE LISTS

- Liaise with Academic Leaders in the production of text book/resource lists from planning to final copy, including communicating with external providers and parents

OTHER ADMINISTRATIVE DUTIES

- Organisation and implementation of Student Review Meetings for Years 9 to 12
- Maintain the Academic Services Timeline Calendar
- Provide proof reading and desktop publishing support in connection with various documents and booklets, including academic handbooks
- Liaise with the School Curriculum and Standards Authority (SCSA), with student information for WACE exam timetables, as required
- Communicate effectively with various departments and College staff
- Provide administrative assistance to the Dean of Teaching and Learning-Senior School and the Curriculum Administrator, as required

This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.

Employee Name: _____ Employee Signature: _____ Date: _____

Updated 6 February 2016