

POSITION DESCRIPTION

Executive Assistant to the Deputy Principal – Learning and Innovation



Role Description:

The Executive Assistant to the Deputy Principal – Learning and Innovation is responsible for the efficient operations of the Deputy Principal- Learning and Innovation's office and matters related to curriculum and learning within the School.

Along with administrative responsibilities, data entry and maintenance of data is a key aspect of this role. The Executive Assistant to the Deputy Principal – Learning and Innovation will work with staff members who have curriculum and learning responsibilities, providing administrative support and student data to them.

Reporting to

- Deputy Principal - Learning and Innovation

Key Contacts

- Deputy Principal – Wellbeing / - Head of Senior School
- Vice Principal - Head of Junior School
- Director of Senior School Operations
- Senior School Data Administrator
- Heads of Faculty
- IB Coordinator
- VCE Coordinator
- Success Coordinators
- Academic Advisors
- Coordinator of Curriculum and Teaching Howqua Campus
- Director of Senior School Operations
- Senior School Administrator (Operations and Data)
- School Psychologists and Individual Differences teachers
- IT Manager

Location

- Armadale Campus

Lauriston Girls' School's five core values

- Relationships
- Courage
- Creativity
- Intellectual Curiosity
- Engagement In Life

Key Responsibilities

Administration

- Organise and coordinate the Deputy Principal's meeting and appointments and maintain the Deputy Principal's Diary

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- Provide effective and efficient administrative and organisation support to the Deputy Principal, Heads of Faculty, IB and VCE Coordinators, Coordinator of Curriculum and Teaching Howqua campus
- Collaborate with the Success Coordinators, Head of Curriculum (Junior School), Leading Teachers-Digital and eLearning Coordinator (Junior School) in the preparation of presentations for staff professional learning and conferences
- Prepare materials for Heads of Faculty and curriculum meetings, including the dissemination of agendas and minutes
- Prepare materials for Academic Care meetings and maintain a record of information
- Prepare materials for the Academic Advisors including individual student data, recorded student goals and notes from meetings with individual students
- Regularly review, update and maintain materials on Schoolbox, including curriculum policies, digital policies, assessment policies, curriculum information booklets
- Complete administrative tasks related to the annual teaching allotments, including collection of teaching preference forms, spreadsheets of teacher allotments, dissemination of information to Heads of Faculty and teachers
- Complete administrative tasks for Student Reporting
- Develop and maintain efficient document and file management systems- hard copy and electronic
- Assist with storage, access and appropriate disposal of student records, class rolls etc in conjunction with the Business Manager and Archivist
- Reception relief

Online reporting

- Data entry of assessment items approved by Co-ordinator of online reporting
- Liaison with the Director of Senior School Operations regarding printing and distribution of printed reports

Semester reports

- Ensure that student and staff information in the reporting database (Accelerus) is maintained accurately and in a timely manner
- Update subject information: course descriptions, assessment items, grade descriptors
- Work with the School Director of Senior School Operations to import the timetable program into the Accelerus Database
- Print subject templates and amend as requested
- Prepare class lists ready for teachers to download
- Print reports for the Heads of House and make any necessary changes to student reports
- Print final reports on letterhead for signature, including reprints and duplicates as required
- Provide reports and analysis of student results to senior staff as requested
- Printing and distribution of reports
- Management of reports for past students

Subject Selection

- Update subject descriptions each year for electives and online course booklets

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Assistance with VCE and IB Coordination

- Work with the Senior School Data Administrator to manage and maintain the integrity of the VCE and IB databases for VCAA and IBO
- Coordinate VASS and ensure that external examinations are run according to the VCAA protocol.

Senior School Examinations

- Preparation of internal examination materials including typing for copying of examination papers as requested and ensuring all papers are available prior to commencement of the examinations, preparation of rooms, liaising with maintenance and cleaning staff.
- Co-ordinate supervision of VCAA and IB exams onsite and at offsite locations

Data Entry

- Support the Success Coordinators with the input of individual student progress data
- Input and maintenance of data specifically related to students with learning needs and disabilities, including individual student files and maintenance of data for external agencies

Operations

- With the support of the Deputy Principal, organise and manage testing within the school, including NAPLAN, Allwell testing, PAT and other standardised testing as required
- With the support of the Deputy Principal and Director of Senior School Operations, undertake examination scheduling, the Headstart schedule and other testing schedules as required
- With the support of the Deputy Principal and Vice Principal- Head of Senior School undertake the administrative requirements for booklists, EdRolo, Education Perfect

Communication

- Liaise with students, staff, parents and the community regarding issues communicated to the Deputy Principal in a calm and professional manner
- Facilitate and provide quality and efficient written and verbal communication for the Deputy Principal, Heads of Faculty, IB and VCE Coordinators
- Build and sustain positive relationships with staff, parents and students

Other

- Liaise with affiliated parent groups
- Participation in staff meetings as required
- Perform other duties as may be required from time to time

Child Safe Standards

Lauriston Girls' School has zero tolerance for child abuse. Everyone working at Lauriston Girls' School is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Familiarise themselves with the relevant laws, Code of Conduct and Lauriston Girls' School's policies and procedures in relation to child protection, and comply with all requirements;

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- Read and formally acknowledge their acceptance of the school's Code of Conduct for staff;
 - Take all reasonable steps to protect children from abuse;
 - Report any reasonable belief that a child's safety is at risk to the Principal or delegate;
 - Teachers and nurses fulfil their obligations as mandatory reporters;
 - Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate);
 - Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
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- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds;
 - Promote the safety, participation and empowerment of children with a disability;
 - Provide an environment that is supportive of all children's emotional and physical safety.

Child Protection Training

Lauriston Girls' School has developed a Child Protection Training program that has been designed to assist staff with the knowledge and skills required to respond appropriately to issues of child protection. Your on-going employment is subject to you completing the Lauriston Girls' School Child Protection training program.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other work tasks, not specifically stated, and the Executive may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the School.