



MANDURAH
BAPTIST COLLEGE
BE STRONG & COURAGEOUS

Job Description

Curriculum & Data Support Officer (Secondary)

The Curriculum & Data Support Officer is primarily responsible for supporting the Dean of Teaching & Learning (Secondary).

The Curriculum & Data Support Officer will be responsible for the provision of administrative support to the Dean of Teaching & Learning (Secondary) and the Director of Finance & Resources in the area of Curriculum and Data.

This is a data, systems and processes role designed to support optimum delivery of curriculum to students, and attention to detail is essential. This position will work in cooperation with others in the Administration team, including Student Services, to serve the best interests of the College and its students.

1) General Duties

- 1.1. Attend and take minutes at all Head of Learning Area meetings and update Secondary calendar with new excursions/events etc.
- 1.2. Send out parent communication emails via SEQTA as required
- 1.3. Manage the diary of the Dean of Teaching & Learning (Secondary) as needed
- 1.4. Support the Dean of Students and Dean of Operations as needed
- 1.5. Assist Teachers/Learning Areas when needed (e.g. extracting data etc.).
- 1.6. Prepare reports, quick lists, data exports and data retrieval for the College staff.
- 1.7. Enter relief data from Edval into TASS (for payroll)
- 1.8. Assist with relief needs during the day
- 1.9. Assist with daily organisation such as any rooming changes needed
- 1.10. Enter in all excursions on Edval Daily for Dean of Operations
- 1.11. Oversee the College's ACER-OARS data (for use in PAT testing)
- 1.12. Assist with Student Services when needed

2) SEQTA

- 2.1. Maintain standardised testing data (NAPLAN, PAT, OLNA)
- 2.2. Upload VET Progress Reports to SEQTA
- 2.3. Communicate all room changes for students and staff in Notices on SEQTA
- 2.4. Provision parents for access to their SEQTA Engage account where required

3) Curriculum Support

- 3.1. Print & laminate Year 12 Student ID cards
- 3.2. Assist with reporting process (Interim, Semester 1, Semester 2) including proofreading where needed
- 3.3. Assist with setting up gridlines for timetabling where required
- 3.4. Assist with Course (11/12) and Elective (8-10) selection through Edval
- 3.5. Manage and process all Elective changes and assist with Course changes when needed
- 3.6. Timetable new students throughout the year

- 3.7 Communicate relevant course changes to Accounts for Year 11/12 students
- 3.8 Prepare data for awards events (including managing awards spreadsheets for HoLAs) and print awards
- 3.9 Coordinate the ADF Long Tan/Innovators and other special awards for awards events
- 3.11 Send parent invitations for Awards and other Assemblies
- 3.12 Coordinate and print scrips for all Assemblies (in consultation relevant Deans)
- 3.13 Manage Duty Rosters in Edval and TASS
- 3.14 Manage tutoring timetable in consultation with HoLAs
- 3.15 Upload EST scripts to SIRS2
- 3.16 Prepare and print all study materials for Elevate sessions for Heads of Years
- 3.17 Syllabus delivery audit – upload to SCSA as required
- 3.18 Distribute WACE Academic Risk correspondence
- 3.19 Assist with data tasks and materials needed for NAPLAN, OLNAs and ESTs
- 3.20 Assist with exam scheduling, supervision and information distribution and set-up
- 3.21 Assist with Lower School (7-10) and Upper School (11-12) Handbooks
- 3.22 Updating of College's Course Offerings (OFCOS)
- 3.23 Uploading and updating of Upper School Course Offerings (ENCOS)
- 3.24 Checking and uploading Upper School results (RSCOS) in consultation with the Dean of Teaching & Learning

4) Parent Teacher Interviews

- 4.1 Manage PTO system (including liaising with the Uniform Shop) and assist parents with booking interview times when needed.
- 4.2 Help set-up PTI events, including preparing teacher name plaque, signage and coordinating furniture movement.

5) Miscellaneous

- 5.1 Cooperate in matters of WHS by acting responsibly, taking care of themselves and others, as an employee of the College.
- 5.2 Be cognisant of the work of other College Committees, including WHS and IT, and assist in their endeavours as directed by the Principal
- 5.3 Other duties as directed by the Principal

RELATIONSHIPS & AUTHORITY

This role reports directly to line management: Office Manager

The Curriculum & Data Support Officer is expected to make decisions in accordance with College policies and protocols and as outlined in the Staff Handbook.

SELECTION CRITERIA

- 1. Excellent interpersonal skills and the ability to liaise with students, staff, parents and the community.
- 2. Attention to detail.
- 3. Excellent verbal and written communication skills.
- 4. Strong IT skills and good working knowledge of Microsoft suite of products. Ability to manage required data in a timely manner to support the needs of the college and staff
- 5. Ability to maintain absolute confidentiality, and to demonstrate initiative and creativity in work skills.
- 6. Ability to work as a team member.
- 7. Empathy towards students and their parents.
- 8. Excellent organisation skills.
- 9. Contribute to the safe working environment of the College.
- 10. Experience with TASS, Edval and SEQTA school management software.

11. Current Apply First Aid certificate.
12. Awareness of the College program especially at it pertains to curriculum and Student Services etc.
13. Ability to provide a current Pastor/Minister's reference / referee commendations.