



**AMBROSE TREACY
COLLEGE**

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Position Title	PA to the Dean of Learning
Reports To	Principal through the Dean of Learning
Level	The position is classified as a School Officer Level 6
Job Summary	<p>The PA to the Dean of Learning works in collaboration with and under the direction of the Dean of Learning. This role involves working closely with the Assistant Deans of Learning – School Improvement, Student Development and Inclusive Education to ensure the Learning Office operates within the Learning Framework. This is a term-time, (inclusive of the pupil free weeks in January, July and December) full time position. Flexibility with working hours is an expectation of this position.</p> <p>Expected commencement date is 21 January 2019.</p>
Primary Role & Responsibilities	<p>With the direction of the Dean of Learning the Professional Assistant will:</p> <ol style="list-style-type: none"> 1. Provide support to members of the Learning Team including the Assistant Deans of Learning – School Improvement, Student Development and Inclusive Education and Heads of Department as required. 2. Oversee the day to day management of the Learning Office 3. Demonstrate an ability to work to demanding deadlines and to adapt and operate effectively in a dynamic business environment. 4. Work well collegially and be able to promote harmony and wellbeing within the workplace. 5. Show a strong commitment to delivering exceptional and professional customer service. 6. Support Equal Opportunity, adhere to Occupational Health and Safety guidelines and fulfil their duty of care. <p>General Duties</p> <ol style="list-style-type: none"> 1. Work autonomously, as well as under the direction of The Dean of Learning, to provide a high level of administrative support, including: <ul style="list-style-type: none"> ▪ Electronic diary management ▪ General photocopying ▪ Drafting of correspondence. ▪ Making and receiving phone calls to the Learning Office and responding to enquiries ▪ Attending and minuting meetings ▪ Organisation of learning celebration events, including formatting of presentations, setting up for presentations, coordination of catering at presentations ▪ Maintaining Professional Development records and providing end of year statements to staff ▪ Registration of staff for professional development events, as per the approvals process ▪ Bundling of examinations ▪ Assist with the organization and supervision of alternative exam schedules for students who miss exams ▪ Assist with the preparation and organisation of the student planner ▪ Ordering and maintaining resources, including liaising with Heads of Department regarding book lists and stationery items ▪ Preparation and organization of academic awards (4 times per year), including extracting, collating and checking of award data from Learning Analytics ▪ Preparation and organisation of Parent Teacher Interview evenings

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Twigg Street, Indooroopilly Q 4068 p. 07 3878 0500 f. 07 3878 0501 admin@atc.qld.edu.au www.atc.qld.edu.au



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- Assistance with covering staff when required at the front office Reception/Student Services cover, handling incoming calls, greeting visitors, directing student queries and administering first aid to students as per College medication policies and procedures.
- Co-ordination of the College SET Plan meeting process using the PTI facility within TASSweb, including recording finalised SET Plans on SEQTA.
- Administration of the QCAA school portal, granting access to staff as required.
- Liaising with Heads of Department to collate and produce the yearly subject selection guides.

Data Management

1. Work autonomously, as well as under the direction of the Dean of Learning, to manage the College's academic data, including:
 - Preparation and administration of ICAS, NAPLAN, Diagnostic testing, QCS, ATAR and other external tests as required
 - Collation of ICAS, NAPLAN, WTE and ACER Diagnostic test results, uploading to Learning Analytics and release to the wider school community under the direction of the Dean of Learning
 - Administration and maintenance of the QCAA Student Management Program, SDCS & SLIMS
 - Maintenance of OP Analyser and subsequent OP estimate preparation as directed by the Dean of Learning
 - Updating SEQTA with student examination, SET Plan and subject change information
 - Be the primary contact for Learning Analytics queries, liaising with external stakeholders where trouble-shooting is required
 - Ensuring all staff have access to Learning Analytics and assist in staff support / training as required.
 - Administration of the Learning Analytics program to ensure it is syncing correctly from SEQTA and information is displaying correctly. Performing the manual synchronisation process for data and review meetings.
 - Manipulation and presentation of data as requested by the Dean of Learning
 - Maintaining student data, including VET certificates, VET competency completion, for SDCS and student management applications
 - Ensuring all students have a USI prior to certificates or statements of results being issued

Desirable Skills & Experience

- The successful candidate should have:
1. Highly developed oral and written communication skills, a strong customer focus and a high level of organisational and interpersonal skills.
 2. Accuracy and attention to detail.
 3. A systematic approach to work.
 4. The ability to exercise a high degree of tact, diplomacy, confidentiality and discretion.
 5. An ability to work calmly under pressure in meeting tight deadlines.
 6. An in-depth understanding of administrative support skills, including high-level skills in the Microsoft Office suite and the ability to adapt quickly to new programs such as:
 - TASS Suite
 - SEQTA
 - OP Analyser
 - SDCS/Student Management Systems (QCAA)
 - SLIMS
 - Learning Analytics
 - SharePoint

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	<ol style="list-style-type: none"> 7. The ability to work independently with limited supervision. 8. Willingness to actively support the College’s mission and ethos and to comply with College policies and procedures. 9. Excellent time-management skills with the ability to manage competing priorities while still meeting deadlines and maintaining attention to detail and accuracy. 10. Applicants must hold a current Blue Card (or have the ability to attain one prior to commencement of employment) 11. Experience in an educational environment is highly desirable, though not essential.
<p>Selection Criteria</p>	<p>The selection criteria should be addressed under each of the following headings:</p> <ul style="list-style-type: none"> • Demonstrated attention to detail and strong organisational skills in administrative systems • Demonstrated high level interpersonal skills • Demonstrated highly proficient capacity in the use of Microsoft Office suite and the ability to adapt quickly to new programs.



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