

## Iona College Geelong Student Services Administration Officer – Role Description

The Student Services Administration Officer provides vital support to the Wellbeing, NCCD staff and Deputy Principal to ensure all students that require extra assistance with their learning needs are supported. Student Services Administration provides critical support Year Level NCCD Case Managers and Wellbeing team in facilitating vital communication and evidence for supported students in the classroom.

Iona College responds to students with additional support needs using the Multi-Tiered System of Support (MTSS) model which reflects best education practice and is consistent with the Disability Standards for Education (2005), the Nationally Consistent Collection of Data (NCCD) and The Disability Discrimination Act, 1992.

Our NCCD supported students typically are categorised into four levels of support:

- Quality Differentiated Teaching Practice (QDTP)
- Supplementary Adjustments
- Substantial Adjustments
- Extensive Adjustments
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The Student Services Administration Officer supports the administration of extensive, substantial and supplementary adjustments to ensure compliance with evident requirements that assist with funding applications.

<b>REMUNERATION SCALE:</b>	Level 2, Category B
<b>FULL TIME EQUIVALENT:</b>	Full Time 1.0
<b>REPORTS TO:</b>	Deputy Principal Wellbeing/ Head of Learning Diversity/ NCCD Administration Officer

STATEMENT OF DUTIES	
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Work under the direction of the NCCD Administrator to support administration requirements for the College Psychologist, Student Services and Learning Diversity</li> <li>• Book, record minutes and administer PSG meetings for NCCD case managers at each level</li> <li>• Attend and minute weekly SSG meetings for each year level</li> <li>• Assist Leader of Learning and Innovation, Learning Diversity Leader, NCCD Case Managers, Learning Area Differentiation Specialists and Year Level Wellbeing Leaders with data collation and management using Intellischools and other Information Management Systems, as required</li> <li>• Maintain up-to-date records for the purpose of National Consistent Collection of Data (NCCD) inclusion on supported students and communicate vital information to teaching and support staff</li> <li>• Maintain high level communication with relevant personnel</li> </ul>



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	<ul style="list-style-type: none"> <li>• Maintain awareness of the latest communications from MACs in the area of learning difficulties and NCCD requirements</li> <li>• Assist NCCD Administrator in funding and auditing requirements during key dates e.g. August census</li> <li>• Communicate PSG meetings weekly to teaching and support staff via SIMON notices and staff briefings</li> <li>• In partnership with LSO Coordinator record the monitoring and tracking of LSO involvement in adjustments and modification of curriculum for students</li> <li>• Assists with supervision duties as required</li> <li>• Assist the NCCD Administrator Officer with management and coordination of external allied health visits onsite</li> <li>• Monitor and track re-set room attendees via a weekly summary to Head of Positive Behaviours and Head of Learning Diversity</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Commitment to the ongoing professional development in your role</li> <li>• Continue the development of ICT skills and technologies</li> <li>• Participation in the Annual Review Meeting process</li> <li>• Maintain professional competence and training</li> <li>• Uphold professional standards expected of this role</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Model and celebrate behaviours that reflect the values of Catholic Education and represent the College in a positive and professional manner</li> <li>• Strive to achieve the College vision, mission, and goals</li> <li>• Contribute to a culture that engenders transparency, responsibility, and accountability</li> <li>• Attend all relevant directed activities and staff meetings</li> <li>• Attend whole school events as directed by the Principal</li> <li>• Undertake other duties related to this role as directed by the Principal, Deputy Principals or Head of Learning Diversity</li> </ul>
<b>Key Relationships</b>	<p>Internally</p> <ul style="list-style-type: none"> <li>• Principal</li> <li>• Deputy Principals</li> <li>• Head of Learning Diversity</li> <li>• NCCD Administration Officer</li> <li>• Staff</li> <li>• Students</li> </ul> <p>Externally</p> <ul style="list-style-type: none"> <li>• Parents and visitors</li> <li>• MACS</li> <li>• CECV</li> </ul>

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<p><b>Risk and Occupational Health and Safety</b></p>	<p>Staff at Iona College Geelong will:</p> <ul style="list-style-type: none"> <li>• Comply with legislated occupational health and safety practices and participate in consultative processes</li> <li>• Observe safe work practices in accordance with training and instruction given</li> <li>• Identify, report and where appropriate, action risks/hazards to eliminate or mitigate against the risk reoccurring (risks arising in the workplace may be financial, site, task or person specific or related to safety)</li> <li>• Promote and implement Occupational Health and Safety and risk mitigation processes within the College</li> </ul>
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<p><b>QUALITIES AND CAPABILITIES</b></p>	
<p><b>Commitment to Catholic Education</b></p>	<ul style="list-style-type: none"> <li>• An understanding of the ethos of a Catholic school and its mission</li> <li>• A commitment to Iona College Vision &amp; Mission</li> </ul>
<p><b>Commitment to Child Safety</b></p>	<ul style="list-style-type: none"> <li>• An understanding of child safety and appropriate behaviours when engaging with young people</li> <li>• A willingness to obtain a Working with Children Check and National Police Record Check</li> <li>• Be familiar with the legal obligations relating to child safety (mandatory reporting)</li> <li>• Demonstrate an understanding of <a href="#">Victoria's 11 Child Safety Standards</a></li> </ul>
<p><b>Knowledge and Understandings</b></p>	<ul style="list-style-type: none"> <li>• A comprehensive understanding of the College's policies and procedures</li> <li>• Use the appropriate avenues and resources when seeking support and clarification including when handling sensitive situations and information</li> </ul>
<p><b>Skills / Attributes</b></p>	<ul style="list-style-type: none"> <li>• Support of the Vision and Mission of Iona College Geelong as a Catholic College</li> <li>• Confidentiality, trustworthiness, dependability, compassion, reliability, flexibility, patience and resilience will be key personal attributes particularly in stressful situations</li> <li>• High-level collaboration skills and an ability to seek support and clarification including when handling sensitive situations and information</li> <li>• First aid competence demonstrating the skills and knowledge required to provide first response</li> <li>• Have a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures particularly those associated with the establishment of a new College</li> <li>• The capacity to multi-task and pay close attention to detail in a timely and responsive manner</li> <li>• The capacity to maintain professional relationships within the College community and with the wider community on behalf of the College where necessary</li> </ul>

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	<ul style="list-style-type: none"> <li>• Demonstrate well developed interpersonal and communication skills and the ability to liaise and communicate effectively with others</li> <li>• Have the ability to work effectively as a team member</li> <li>• Demonstrate proficiency in the use of information and communication technologies, especially Microsoft Office system, TEAMS database management and any online applications used at the College</li> <li>• Highly developed interpersonal skills and the ability to handle confidential matters with diplomacy, discretion and tact</li> <li>• The ability to integrate practices of ongoing review and evaluation to ensure continuous improvement and development of the role and the student services of the College</li> </ul>
<b>Experience and Qualifications</b>	<ul style="list-style-type: none"> <li>• Previous experience in the education sector is desirable but not essential</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Valid Working with Children Check</li> <li>• National Police Check</li> <li>• Have Australian citizenship or permanent residency or hold a visa with appropriate working rights</li> <li>• Comply with the Iona College Child Safety Commitment</li> </ul>

<b>Contract &amp; Conditions</b>	<b>Employment:</b> Ongoing Full time <b>Commencement Date:</b> 27 January 2025 Entitlements under the <a href="#">Catholic Education Multi Employer Agreement 2022</a>
<b>Authorised by</b>	Damian McKew- Foundation Principal
<b>Date</b>	October 2024