

# ACADEMIC OFFICER

## POSITION DESCRIPTION



<b>Reporting to:</b>	<b>Head of Teaching and Learning – Primary</b>
<b>Status:</b>	<b>Ongoing</b>
<b>Fraction:</b>	<b>(5 weeks' annual paid leave, 8 weeks' unpaid leave)</b>
<b>Salary:</b>	<b>General Staff Category 4</b>
<b>Prepared:</b>	<b>November 2023</b>

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## Position Context

**Hume Anglican Grammar** is an independent, multi-campus, co-educational and Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible. It is our fundamental belief that young people who are genuinely happy will engage, aspire and thrive within our learning community. By establishing high standards in all that we do, every student is encouraged and supported to discover and fulfil their unique potential.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus. We are a progressive school, not just in the development of buildings and grounds, but also in innovative thinking and advancements in our approach to teaching and learning. This is led by a group of dedicated and expert teachers who practise their craft with skill, and by building the strongest of relationships with our students. It is not by chance that we have young people who readily display warmth, humour and respect for one another and their teachers.

Since 2011, the School has occupied the Mt Ridley P-12 campus of 10 hectares, this site will ultimately have some 1,400 students. In 2019, it opened an 8-hectare second campus in Donnybrook. Commencing with junior primary, each year additional classes and year levels are added so the campus will ultimately have an enrolment of 1,600 from Prep to Year 12. At Donnybrook, the first cohort of Year 7 have commenced, so inaugural secondary students.

In 2023, the School opened its third campus in Kalkallo, as a Primary (P-6) school and as feeder to the Mt Ridley and Donnybrook Secondary schools, it will follow a similar growth pattern to Donnybrook with eventually some 600 students.

This year, the school has 2,287 students and employs some 240 staff - 163 teaching and 77 non-teaching. Currently, the student enrolment at each campus is: Mt Ridley 1,400, Donnybrook 672 & Kalkallo 215.

The school is on a growth trajectory and in 2024 is projected to increase to 2,670 students (Mt Ridley 1,418, Donnybrook 860 & Kalkallo 392) and ultimately have some 3,600 students (Mt Ridley 1,400, Donnybrook 1,600 and Kalkallo 600) with a corresponding cohort of teaching and general staff on its three campuses with plans for further expansion.

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## Purpose of the Position

The Academic Officer plays a pivotal role in the organisation of academic matters within the School. This position has significant responsibility through providing administrative and organisational support to the Head of Teaching and Learning- Primary and Heads of Curriculum, to ensure the efficient management of curriculum operations.

The Academic Officer reports to and takes direction from the Head of Teaching and Learning and will assist a variety of people in managing the academic program. They will promote a culture of mutual respect, encouragement and work with others in a professional, ethical and cooperative

manner.

The Academic Officer is recognised as an extremely organised and proficient coordinator of school operations. They have demonstrated consistent and efficient standards are achieved in ensuring effective organisation practice. They continue to seek ways to improve their own practice and to progress operational efficiencies. They are skilled at organising projects, planning activities and managing information.

The Academic Officer supports and models the School's values and Christian ethos when dealing with all stakeholders. With high level relationship skills, they will serve as an outstanding ambassador for the School, promoting its policies and exemplify its standards.

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## Nature of the Role

Regardless of which campus the Academic Officer role commences at, please note that the role may require to perform part or all of the work at other locations. The Academic Officer works term weeks including one week prior to the academic year. All paid and unpaid leave must be taken during non-term weeks. Hours of work are from 8:00am to 4:06pm including a 30 minute meal break.

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## Responsibilities and Duties

Subject to the discretion of the Principal, the Academic Officer is responsible for managing the academic programs of the School.

Responsibilities include:

- Ensuring timely and clear communication with staff matters pertaining to the academic program
  - Supporting the School's administrator of the National Assessment Program – Literacy and Numeracy (NAPLAN) including receiving, organising and distributing materials across the school
  - Administering NAPLAN under the direction of the Head of Teaching and Learning – Primary
  - Administering assessment portals including PAT testing, Essential Assessment, etc. - enrolling students, generating passwords and assigning classes.
  - Coordinating student registration and communication with staff and parents concerning academic competitions such as ICAS
  - Administering Student Reports
  - Assisting with the compilation of data ready for analysis e.g. examinations, NAPLAN, Pat testing, etc.
  - Assisting with the organisation of academic events including constructing examination timetables, staffing and room allocations
  - Assisting with the construction of meeting schedules each term
  - Assisting with the creation and updating of Curriculum handbooks and assessment databases
  - Coordinating all information related to school and subject awards
  - Assisting with the preparation and set up for parent Information evenings
  - Managing bookings and assisting with organising Parent Teacher Interview days and evenings
  - Providing support with event organisation for the school (e.g. Open day, Discovery Tours, Orientation days, etc.)
  - Assisting with the management and allocation of pre-service teachers
  - Carrying out other duties as directed by the Principal.
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## Qualifications, Skills and Experience:

### Essential

- High-level ICT skills i.e. Microsoft Word, Excel, Publisher, PowerPoint & Outlook
  - Experience with database management systems
  - Strong oral and written communication skills
  - Support for the educational culture and academic ethos of the School.
  - Previous experience in a similar role
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**Desirable**

- Experience with the School Management System - Synergetic and SIMON
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**Personal Qualities**

- Excellent communication and interpersonal skills together with outstanding customer service skills
  - High levels of integrity, professional loyalty, diplomacy, confidentiality, and tact
  - An ability to be proactive and use initiative in a variety of situations
  - High level organisational skills and an ability to meet deadlines and anticipate time pressures
  - A determination to excel and a willingness to learn and to be innovative.
  - Ability to work well in a small team and to communicate effectively with staff and students
  - Excellent attention to detail and the highest standards of quality
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**Key Selection Criteria**

1. Outstanding organisational capability supporting academic administration with the ability to meet deadlines and anticipate time pressures
2. Excellent communication and interpersonal skills with the ability to work well in a team
3. Personal sense of initiative and willingness to ensure the efficient support of curriculum operations

**This Position Description may be altered from time to time to meet the operational needs of the School.**