

POSITION: School Systems Administration Co-Coordinator

REPORTS TO: Principal – The Hester Hornbrook Academy

LOCATED: Hester Hornbrook Academy – City Campus (other campuses as required)

DATE UPDATED: April 2021

ORGANISATIONAL ENVIRONMENT

The Hester Hornbrook Academy (HHA) provides flexible education and learning options, including VCAL (Victorian Certificate of Applied Learning) and VETiS (Vocational Education and Training in Schools). Recognising that mainstream education is not suitable for all young people, our programs are driven by the personal pursuits of students and integrate wellbeing and life skills approaches. Teachers and Youth workers work together to support students. We have classes and outreach learning options for students who are young parents, currently in or leaving out of home care, experiencing homelessness, or who have been disengaged from mainstream education.

JOB CONTEXT

Each HHA classroom is supported by a team comprised of a VCAL/VETiS Teacher and Youth Worker. The classroom team collaborates to provide a safe, respectful and productive learning environment. The team works in partnership with the students to understand and address the barriers to learning, to set and achieve academic, pathway and other life goals. The Teacher and Youth Worker bring different and overlapping skills and experience to the classroom to provide a holistic response to the students' educational needs.

JOB PURPOSE

The HHA School Systems Administration Coordinator will form part of the HHA administration team and is primarily responsible for overseeing the operations of key administrative functions of the education programs including SMS – Sentral, Edval (Daily Organisation and Timetable) and VASS (VCAL and VETiS). The School Systems Administration Coordinator will be responsible for supporting program areas to ensure its administrative systems provide efficiency and accuracy in the support of the delivery of exceptional and innovative programs.

A key element of this role is to ensure that all processes, documentation and reporting are in line with HHA and MCM's organisational standards, VRQA, and VASS/VCAA standards, and policies and procedures to ensure we work within a best practice framework.

Also being responsible for daily organisation and timetable development (using Edval) the position requires a high level of organisation to maintain the college programs on a day to day basis through the coverage of classes when teachers are absent, on professional development or excursions and other school activities.

JOB OBJECTIVES

Duties of this role may include but are not limited to the following:

- Provide support and attendance at the Sunshine Campus according at rostered /allocated times.
- Maintain and coordinate the Edval timetable system including but not limited to; development of timetables and allocation of rooms and the allocation and coordination of duties and staffing requirements across all campuses of HHA.
- Attendance is required earlier then school times to allow enough time to have any extras and in lieu to be allocated and in a fair and equitable manner employ CRT to cover classroom teachers and to maintain a record of such extras and in lieus to track these on the MCM MyHR system.
- Collaborate with the HHA Leadership Team, to ensure that all administrative processes are supportive of school and its purpose.
- Ensure the Sentral; Student Management System (SMS) is effectively maintained and administered in manner consistent with data collection requirements of relevant bodies.
- Support the training of existing staff and onboarding of new staff in the Sentral - SMS.
- Manage all student VASS (VCAL and VETiS) enrolments and results according to set deadlines and governance requirements and provide regular reporting asrequired.
- Liaise with statutory and government departments as required to ensure student support is maximised (including; CSEF, CentreLink, NCCD).
- Manage systems and link processes that interact across the programs to form complete data sets.
- Participate in regular supervision, meetings, performance appraisals and training as required.
- Perform other duties and responsibilities as directed by the Principal.

KEY RELATIONSHIPS

This position may have relationships with a diverse range of Hester Hornbrook Academy and MCM employees, external service providers, organisations and stakeholders within the community, with the view to providing the most appropriate and effective services and supports to the people they support. Examples of key relationships are detailed in the following table:

Internal Relationships	<ul style="list-style-type: none"> • Employees from the Hester Hornbrook Academy team (e.g. Youth Workers, Educators and Administration staff) • Employees from the VETiS providers • Employees of MCM
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External Relationships	<ul style="list-style-type: none"> • Education Partners • External RTO's • Relevant community services providers • Student's communities • External education services and staff
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KEY SELECTION CRITERIA

Qualifications/Experience

Essential:

- Proven skill and experience in managing a specific school system – Edval, SMS (Sentral or the like) and VASS.
- A strong understanding of all compliance associated with secondary schools.
- Exceptional written and verbal communication, data collation and high-level administrative skills.
- Demonstrated capacity to provide advice and support to leadership in respect to work areas.
- Excellent interpersonal, written & verbal communication and negotiation skills with a proven record of going the extra mile to meet the needs of customers/clients.
- Demonstrated capacity to work flexibly and can manage competing demands.
- An understanding or experience in working with disengaged young people in an education setting.
- Understanding of relevant legislation, including Child Safe Policy, Equal Opportunity and Occupational Health & Safety, and their application.
- Satisfactory completion of safety screening including a National Police check, International Police check (if required), a current Victorian Working with Children Check (Employee), a current Victorian Driver's License and the right to work in Australia.

OCCUPATIONAL HEALTH & SAFETY REQUIREMENTS

HHA's strategy is to create a working environment in which we have zero tolerance for compromised worker safety. As an employer we endeavour to provide a working environment that is safe for all employees and clients and adheres to Occupational Health & Safety regulations as an employer.

As an employee, you also have Occupational Health & Safety responsibilities as follows:

- To comply with all HHA policies related to Occupational Health and Safety in the workplace.
- Take reasonable care of your own health and safety in addition to the health and safety of your colleagues and clients who may be affected by your acts or omissions in the workplace.

LEADERSHIP CAPABILITY FRAMEWORK

In addition to the key selection criteria, applicants should be able to demonstrate the following attributes:

KEY AREA

BEHAVIOURAL CAPABILITIES

Collaboration & Cooperation

PARTNERSHIPS Seeks to find the right solution for all. Stays connected and works together with colleagues and customers to achieve great things.

Influence & Persuasion

PARTNERSHIPS Delivers a compelling message to gain support for ideas or projects. Acts to influence outcomes for the benefit of the people we work with.

Credibility & Integrity

PARTNERSHIPS Establishes credibility and trust in the eyes of clients, colleagues, regulators, funders and partners. Is recognised as being principled and as having expertise as a leader.

Provable Results

REPUTATION Is accountable. Delivers measurable outcomes. Driven and energetic; striving to meet targets and quality outputs for customers and colleagues.

REPUTATION **Disrupting Disadvantage**
Promotes fairness and seeks to provide added advantage and opportunity to those who would normally be disadvantaged.

PEOPLE **Resilience & Bounce Back**
Deals effectively with unexpected challenges and adversity. Quickly recovers to take a positive stance to set backs and disappointments.

PEOPLE **Builds Capability & Realises Potential**
Plays an active role in their own and others’ development. Encourages and inspires others to realise ambitions and potential.

PEOPLE **Safety First**
Always puts safety first. Creates a safe, healthy and caring workplace that is expressed in all operational activities and interactions with others.

OUR VALUES

Employees are expected to commit to and demonstrate MCM’s values:

TOGETHER We are inclusive and accepting of difference.
We work in highly effective teams and our people are connected across our organisation.
We engage proactively with others to deliver outcomes.

COURAGEOUS We speak up constructively in line with our convictions.
We pursue our goals with determination.
We are passionate about our advocacy role.

CURIOUS We are inquisitive and ask why.
We challenge the status quo.
We actively explore the alternatives.

OPEN We are transparent and have genuine, honest interactions.
We listen and hear people’s voices.
We value and respect the autonomy of clients.
We trust one another.

ACCOUNTABLE We act safely in all our interactions.
We manage within our financial and resource boundaries.
We own our outcomes and decisions.
We are proud of the work that we do.