

Position Description

Position Title	Education Officer
Department	Educational Services
Reports To	Programs Manager

Overview:

SEDA College (Western Australia) is an independent, co-educational Senior Secondary College.

SEDA College WA exists to help young people get the most out of life by walking side by side with them, every step of the way. We believe that healthy and happy people, are high performing people.

This beliefs are underpinned by an educational philosophy that is based on the principles of applied learning and our Colleges’ core values.

- Growth
- Resilience
- Empathy
- Accountability
- Teamwork

Our philosophy commits us to developing students who are:

- Passionate about reaching their personal and professional potential.
- Proactive and resilient in both their personal and public lives.
- Productive and compassionate contributors to the wellbeing of their community.
- Professional and collaborative in the workplace.

Our aim is for graduates to leave the College as mature, informed, resilient, independent and capable young adults as they make their transition from school to employment or further study.

The College believes that students will achieve more when their education is delivered through a model that is; relevant to their passion, applied, informed by industry and community expectations and delivered by a teacher that knows them well and differentiates their program accordingly.

The College programs attract a group of young people who want their education experience to be ‘real-life’ and authentic.

SEDA College is committed to Child Safety and the creation of an environment in which all young people feel safe, included, and welcome. All staff have a responsibility to contribute to this environment and ensure that they interact

with students in a manner that actively promotes the rights of young people. As part of induction staff are trained and informed of their obligations with respect to the safety of young people.

SEDA College Education Officer

Position Overview

The SEDA college mission is to provide students with access to a learning environment that is rich in applied and industry-based learning and assessment opportunities.

The Education Officer is responsible for the entry, reporting and evaluation, of data relating to the student educational program and achievement. The role will include accurate data entry processes according to the requirements and schedules set out by the Authority and governing bodies, including the use and management of systems such as SRMS, SCSA, etc. The preparation of key documentation and the accurate management of the student databases and systems relating to academic achievement is an essential part of the College function.

This position is initially based at SEDA College head office, however due to the state-wide nature of the College program and structures; intra and interstate travel may be required to ensure that the program and standards are delivered consistently across campuses.

Key Responsibilities

Accountabilities	Overview
Vocational Education	<ul style="list-style-type: none"> • Responsible for the online management and reporting of Vocational Education and Training (VET) requirements and achievement data • Ensure that all School Curriculum and Standards Authority (SCSA) activity schedules and deadlines are met. • Responsible for VET data requirements relating to Reporting to Parents (RTP)
WACE and OLNA	<ul style="list-style-type: none"> • Responsible for the online management and reporting of Western Australian Certificate of Education (WACE) requirements, including achievement data reporting • Responsible for the online management and reporting of Online Literacy and Numeracy Assessment (OLNA) requirements, including achievement data reporting • Ensure that all School Curriculum and Standards Authority (SCSA) activity schedules and deadlines are met.
Workplace Learning	<ul style="list-style-type: none"> • Responsible for the online management and reporting of the College Workplace Learning Program (WPL) requirements • Responsible for WPL data requirements relating to Reporting to Parents (RTP) • Represent the College as the nominated Workplace Learning officer for external updates and requirements regarding policy and procedure updates

Accountabilities	Overview
	<ul style="list-style-type: none"> • Provide support to the establishment and operations of the College workplace learning program • Evaluates enrolment and completion data and provides reports to Program Coordinators and/or Assistant Principal • Assists in locating, conducting site visits and meetings with prospective workplace hosts • Support the induction of workplace supervisors • Assists in the monitoring of student progress whilst on work placement, including checking of logbooks for satisfactory completion and working hours • Develop and maintain the programs database
Student Experience Support	<ul style="list-style-type: none"> • Assist and collaborate with College staff on the planning, booking and facilitation of the student experience program, including such items as: <ul style="list-style-type: none"> ○ Bookings for competitive fixtures – Game On, SSWA, Country Week, ○ Community Project related items and bookings, ○ Bookings of incursions and excursions.
System Administration	<ul style="list-style-type: none"> • Management of data entry, reporting and system administration for the Colleges' educational requirements in; <ul style="list-style-type: none"> ○ SIRS ○ SIS ○ SRMS ○ RTP
Teamwork	<ul style="list-style-type: none"> • Work as an effective team member working collaboratively whilst generating ideas and demonstrating communication within the educational team and with fellow workers • Provide support and assistance to co- workers within the College
Policies and Procedures	<ul style="list-style-type: none"> • Follow the College policy on Child safe and Mandatory reporting • Adhere to the expectations described in the staff code of conduct
Associated Duties	<ul style="list-style-type: none"> • Undertake other duties which are appropriate to the level of the position, as directed by the Assistant Principal. • Activities as per annual Performance Development and Review plan • Act in accordance with SEDA College's values and policies and procedures • Cooperate with all health and safety policies and procedures and take all reasonable care for their own and others health and safety • Maintain a valid Working with Children check

Key Selection Criteria
Skills and Experience <ul style="list-style-type: none"> • A high level of understanding of Microsoft Office products is desired.

- Experience with authority and governing body systems and platforms is desired.
- Demonstrated skills, knowledge and experience in the development, implementation and evaluation of Workplace Learning programs.
- Demonstrated knowledge, understanding and experience with school systems including SIRS, SIS and RTP.
- Demonstrated keyboarding and computer skills, including knowledge of databases, spreadsheets and word processing.
- Demonstrated sound written, oral and interpersonal communication skills with the ability to establish and maintain effective relationships with staff, students, employers and other key stakeholders.
- Demonstrated sound organisational skills, including the ability to meet deadlines and identify priorities.

Formal qualifications

- Working with Children Check required.
- National Police Clearance required.
- Currency relating to COVID19 vaccination.

A six-month probation period applies to full and part time positions of more than 6 months.

The list of responsibilities herein is not intended to be all-inclusive and may include additional responsibilities as required and assigned. It may become necessary to modify/change these position responsibilities from time to time.

Position Description Acceptance

I _____ (Incumbent Name) have read and, understood the above Position Description and agree to carry out the duties listed in my position description.

Signed Date .../...../.....