



Melbourne Archdiocese
Catholic Schools



Pre-Employment Information

*Every Student
Every Pathway*



FROM THE PRINCIPAL

Dear Colleague,

Thank you for considering employment at Catholic Regional College Sydenham. We hold the care, safety and wellbeing of our students as a central and fundamental responsibility of our school.

If you would like to join our community and think you can make a positive contribution to the College, I would welcome your application.

Please forward your resume including three (3) referees to:

Principal, Mr Brendan J Watson OAM

jobs@crs.vic.edu.au

For more information please contact our Executive Deputy Principal, Cat Roberts at the College.

A S N A P S H O T O F O U R S C H O O L

Vision

Catholic Regional College Sydenham endeavors to teach, challenge and transform the world through a Eucharistic community. Recognising that every dream and aspiration must be nurtured, we afford dignity, respect, care and hospitality to foster the revelation of every person's place in the world. Our community maintains a zero tolerance approach to any actions or behaviours that are counter to seeing God in the faces of those we meet each day.

We have faith that each of us is enabled to seek the understanding and skills to realise a hope filled future.

Mission

The Catholic community of Catholic Regional College Sydenham nourishes each person's personal relationship with Christ through fostering a climate that allows for a free response to God's call to faith. Through explicitly teaching, living and celebrating our faith within a living Catholic tradition we build and sustain relationships based on Gospel values, that are life giving and empowering. In an environment that ensures the safety and well being of all in our community, we maintain a zero tolerance of any actions or behaviours counter to this Mission.

The culture and curriculum at the College inspires, enables and educates our community to become lifelong learners who are equipped to thrive in an ever-changing world. Through shared leadership informed by compassion, fairness and justice we engender an understanding of respect for the dignity of all in our community. As a Catholic community, we are committed to working in co-operation and collaboration with each other as well as our parish.

Position Description:

College Attendance Officer

Reports to:	Assistant Principal - Resilience and Wellbeing through the Director of Student Engagement and Office Manager
Classification:	Education Support Officer - Category B
Conditions:	Fulltime - Salary and conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement 2022
Teams / Committees:	Office Team, Student Wellbeing Team and other teams as required
Key Relationships:	Director of Student Engagement Director of Student Learning Cluster Coordinators

Position Overview:

The Attendance Officer plays a vital role in supporting student engagement and wellbeing by ensuring accurate attendance monitoring and follow-up across the College. This position is responsible for maintaining attendance records, identifying patterns of absenteeism, and working collaboratively with students, families, and staff to promote consistent school attendance.

Key Responsibilities:

Daily Attendance Monitoring

- Accurately ensure the recording of and monitoring of daily student attendance using the College's attendance management system; follow up any unexplained absences or late arrivals.
- Notify Cluster Coordinators and families issuing approved letters when students are identified as being absent from an exam, trial exam, SAC, detention, excursion or school event.
- Maintain a register of attendance for students at whole College events. Where a pattern of absence on these days starts to appear after 2 absences, issue letters to families regarding Graduation and Rites of Passage after seeking approval from the Principal or delegate.

Communication with Families

- Promptly contact parents/guardians via phone, SMS, SEQTA messages or email regarding student absences, lateness, or truancy, and record all communication accurately, notifying the Cluster Coordinator.

Data Management and Reporting

- Maintain up-to-date attendance data and generate reports for leadership, wellbeing teams, Cluster Coordinators, and external agencies as required.
- Provide data reports on students to Cluster Coordinators for their fortnightly SPACE case management meetings.

Follow-Up of Unexplained Absences

- Ensure all unexplained absences are investigated and documented, and that required documentation (e.g., absence notes, medical certificates) are collected and stored appropriately in a timely manner.

Liaison with Staff and Leadership

- Collaborate with Cluster Coordinators, Home Group Teachers, and the Leadership Team to identify attendance concerns and support early intervention strategies.

Support for Attendance Interventions

- Assist in the implementation of attendance improvement plans by providing accurate records, trend data, and communications support.

Late Arrivals and Early Departures

- Oversee the sign-in and sign-out processes for students arriving late or leaving early, ensuring accurate recordkeeping and compliance with duty-of-care procedures.
- Work with ICT to print and issue student ID cards programmed with student timetables so as to restrict egress from the College during school hours unless the student has an approved early departure.

Compliance and Recordkeeping

- Ensure that attendance records meet College policy and relevant government or sector regulations (e.g., MACS, VRQA), maintaining a high standard of confidentiality and accuracy.

Support During Emergencies or Drills

- Ensure attendance data is up to date and accessible during emergency drills or evacuations to account for all students on campus.

Student Engagement

- Greet and interact positively with students, reinforcing the importance of attendance and punctuality as part of the College's wellbeing and engagement framework.
- Support the Assistant Principals and Cluster Coordinators with ensuring students adhere to the uniform policy by contacting families re incorrect uniform when a student is not in the correct uniform.
- Manage the storage of phones handed in at the office and maintaining a register of student phone infringements, automatically issuing approved escalating letters to families per infringement
- Log uniform and mobile phone infringements as required and tally infringements per student, providing data to Cluster Coordinators and the Leadership Team

Other duties

- This position may also include additional responsibilities as directed by the Principal or Director of Student Engagement in accordance with College priorities and the role's time allowance.
- The list of duties may be further developed and modified through consultation to meet the ongoing needs of the College.

Key Selection Criteria:

The successful candidate will demonstrate the following:

- High level of attention to detail and accuracy in data entry and recordkeeping
- Strong communication and interpersonal skills
- Ability to handle sensitive information with confidentiality and professionalism
- Competence with student management systems (e.g., SEQTA or similar)
- Ability to work independently and as part of a team in a fast-paced environment
- A calm, friendly, and solution-focused approach to working with students and families.

College Expectations:

Professional Engagement & Development

- Ensure all First Aid Training is up to date at all times during employment;
- Attend all scheduled meetings as required;
- Attend all school assemblies and Masses as required;
- Attend school organised activities relevant to cluster or faculty, as required;
- Have current knowledge of new initiatives in your field of work;
- Commit to ongoing professional development in your field of work;
- Be open to researching areas of interest relevant to directions provided in the school's strategic plan;
- Continue development of ICT skills as technologies evolve;
- Hold a current Working with Children card;
- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures;
- Abide by the College OH&S policies.

Commitment to Child Safety

- Provide students with a child-safe environment;
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety;
- Be familiar with legal obligations relating to child safety (e.g. Mandatory reporting);
- Proactively monitor and support student wellbeing;
- Exercise pastoral care in a manner which reflects school values;
- Implement strategies which promote a healthy and positive learning environment;
- Maintain currency of First Aid, mandatory reporting and anaphylaxis training; and
- Demonstrate duty of care to students as required.

Commitment to Catholic Education

- A demonstrated understanding of the ethos of a Catholic school and its mission;
- A demonstrated understanding of the Church's teachings and the mission of the Church;
- A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ;
- A capacity to integrate the Church's teachings into all possible aspects of work duties; and
- Attend school liturgical celebrations.

Professional Conduct & Practice

- Work effectively as part of a team;
- Abide by the College dress code;
- Maintain good oral and written communication skills, including ability to communicate with students, parents and the school community;
- Maintain and consistently demonstrate an understanding of appropriate behaviours when engaging with students, colleagues and the wider community;
- Actively participate in opportunities to develop and enhance leadership qualities;
- Monitor and manage personal motivation, hygiene, professional engagement and general wellbeing;
- Willingly seek to understand and accept policy directives; and
- Willingly engage in any other duties as requested by the Principal or delegate(s).

 Catholic Regional College Sydenham  @sydenhamcrc

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