



# NCCD Administrative Officer - Duty Statement

<b>Reports to:</b>	Learning Diversity Leaders
<b>Classification:</b>	Education Support Officer - Category B, Level 3-1 (further classification dependent on qualifications and experience)
<b>Conditions:</b>	Fulltime - Salary and conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement 2022

## Key Relationships:

- Learning Diversity Leaders
- Director of Student Engagement
- Director of Student Learning
- Cluster Coordinators
- Student Wellbeing and Engagement Team
- Learning Support Officers (LSOs)
- Teachers
- Student Services staff
- Parents and guardians
- Melbourne Archdiocese Catholic Schools (MACS)

**Teams / Committees:** Learning Diversity Team and other teams as requested

## Position Description:

The NCCD Administrative Officer supports the College's compliance with the Nationally Consistent Collection of Data (NCCD) on School Students with Disability and provides high-level administrative assistance to ensure that students with diverse learning needs are supported effectively.

The role is central to the accurate collection of data, documentation of adjustments, organisation of Program Support Group (PSG) meetings, and coordination of supports such as Learning Support Officer (LSO) allocations. Working closely with the Director of Student Learning, Director of Student Engagement, Learning Diversity Leaders, and teaching staff, the NCCD Administrative Officer ensures that College practices reflect MACS policy, the Disability Standards for Education, and VRQA requirements.

The Learning Diversity Leaders will be the line managers for this role. The role will be required to liaise, check in and report to the LDLs on a regular basis.

## Key Responsibilities under the direction of the Learning Diversity Leaders:

### NCCD Administration and Compliance

- Coordinate and manage all administrative aspects of the NCCD cycle, including data collection, collation, and entry into required systems.
- Maintain accurate and up-to-date records of adjustments, evidence, and documentation in line with MACS and Commonwealth requirements.
- Assist in preparing reports, audits, and reviews as required by College leadership and governing authorities.

### **PSG Meetings and Parent Documentation**

- Schedule and coordinate Program Support Group (PSG) meetings for students identified within the NCCD.
- Prepare, distribute, and file parent documentation, including PSG invitations, agendas, reports, and follow-up correspondence.
- Take and maintain accurate minutes of PSG meetings, ensuring records are stored confidentially and shared appropriately.
- Support staff and parents to ensure PSG processes run smoothly and meet compliance requirements.

### **Student Services Support**

- Supervise funded students undertaking School-Assessed Coursework (SACs) and other assessments in Student Services, as directed and approved by Learning Diversity Leaders.
- Be an active member of the Student Services Team and assist with duties for the area as required.
- When students are approved to be in student services, mark attendance as required.

### **Learning Support Officer (LSO) Coordination**

- In consultation with Learning Diversity Leaders, assist in the coordination of LSO allocation to classes.
- Maintain rosters and records of LSO deployment, ensuring appropriate coverage for funded students and identified needs.
- Communicate LSO allocations to relevant staff in a timely manner.

### **Documentation and Evidence Management**

- Develop and maintain databases and filing systems for NCCD and student support documentation.
- Under direction from the LDLs, support and follow up staff regarding recording evidence of personalised learning and reasonable adjustments.
- Ensure all documentation is accessible, accurate, confidential, and compliant with privacy requirements.

### **Staff and Family Support**

- In consultation with Learning Diversity Leaders, assist in the coordination of LSO allocation to classes.
- Maintain rosters and records of LSO deployment, ensuring appropriate coverage for funded students and identified needs.
- Communicate LSO allocations to relevant staff in a timely manner.

### **Continuous Improvement**

- Monitor updates to NCCD requirements and contribute to improving systems and processes at the College.
- Participate in training and professional development to strengthen knowledge of NCCD compliance.
- Provide feedback to leadership on administrative processes to enhance efficiency and effectiveness.
- Monitor evidence collection on SEQTA (goals and adjustments) ensuring family sign off so as to be able to acquit against funding or count to additional funding.

### **Other duties**

- Assist with other duties as directed by the Principal and/or their delegate.
- The list of duties may be further developed and modified through consultation to meet the ongoing needs of the College.

## College Expectations:

### Professional Engagement & Development

- Hold a current Working with Children card;
- Hold a current National Record Check;
- Maintain currency of First Aid and Anaphylaxis training;
- 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;
- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures; and
- Abide by the College OH&S policies and procedures.

### 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; 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 Professional Attire Policy;
- Maintain good oral and written communication skills, including the 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).