

Role Description

Assistant to Head of Teaching and Learning

Reports to: Principal's EA/ Office Manager

Hours: 38 hours per week, Monday – Friday 8.00am – 4.00pm (School Holidays inclusive)

- The Assistant to Head of Teaching and Learning is a member of the Senior School Administration Team and responsible to support, enhance and facilitate the work of the Head of Teaching and Learning.
- The position has several key responsibilities and these are listed below.

Responsibilities

- Manage the calendar of the Head of Teaching and Learning
- Assist with school events including the administration of events that are overseen by the Head of Teaching and Learning including NAPLAN, Parent/Teacher Interviews, Subject Selection Evening, Academic Information Evenings, Appraisal Days and examinations
- Assist with the student reporting process with the Dean of Assessment and Reporting and the Head of Teaching and Learning
- Publish and edit (when required) 7-10 student reports, including managing parent enquiries
- Edit, print and collate Year 11-12 student reports, including managing parent enquiries
- Support the Dean of Studies and Dean of Assessment and Reporting with the administration required for examinations, both internal and external
- Provide administrative support for the Subject Selection processes
- Support with the administration of staff professional learning courses, both internal and external
- Provide sign-on sheets for internal professional learning sessions and upload staff attendance record to the database (TASS)
- Prepare School Academic Transcripts and copies of reports for scholarships and early entry applications
- Administer Campion booklists in consultation with the Head of Teaching and Learning and Heads of Departments
- Assist in proof reading and date checking of School documents as required
- Prepare the academic prize lists each year
- Manage the ordering of School badges for teaching staff
- Produce reports from TASS as required
- May be required to attend project meetings for the systems that support teaching and learning in the Senior School at the direction of the Head of Teaching and Learning
- Work in conjunction with the Admin team to handle phone enquiries and assist at reception
- Actively participate in the School's emergency and WHS procedures
- Maintain familiarity with the School's policies and procedures
- Fulfil other ad-hoc duties as required
- Ensure all tasks are performed with discretion, judgement and confidentiality as circumstances dictate, particularly in relation to student results management and staff matters.

Enquiry Management

- Have a thorough knowledge and understanding of weekly and special events and activities of School P – 12; be well equipped to answer queries, or know who to refer to for answers
- Promptly answer, carefully screen and accurately relay all telephone calls/messages, ensuring that all callers and their names are announced prior to relaying to receivers
- Convey messages effectively and efficiently. Ensure these have been received.
- Liaise efficiently with all Senior Staff, Departments and personnel as appropriate
- Convey a warm, welcoming and helpful attitude/tone at all times
- Acknowledge the importance of all enquiries and aim to assist the enquirers.

Office Duties

- Provide support in a spirit of Christian service to other staff, wherever possible
- Work productively and effectively at all times
- Maintain a working knowledge of the Microsoft Office programs
- Complete office duties such as copying, sorting, filing, mail outs
- Assist with Data entry and records management and any other duties as required.

Essential Attributes

- Fully embrace and support the Christian ethos of Meriden
- High proficiency in using the Microsoft suite of desktop business applications
- Highly-developed organisational skills and attention to detail
- Excellent consultation and communication skills (both written and verbal) and interpersonal skills with the ability to deal with stakeholders at all levels and from a range of backgrounds.
- Excellent time-management skills, including the capacity to arrange the workload to meet conflicting priorities and deadlines
- An orientation towards 'being a team player', 'rolling up their sleeves' and getting involved with issues as required
- Confidentiality, flexibility, initiative, discretion and loyalty to the School and the Principal.