

*“We are a Catholic community of welcome,  
connecting faith, family & education.”*



## POSITION INFORMATION DOCUMENT

Spanning across multiple campuses and sites on Kaurna land in the western suburbs of Adelaide, Nazareth incorporates an Early Childhood Centre, Reception to Year 12 College, a Pathways & Partnership Centre, and a variety of community and engagement programs.

We provide learning that is holistic, inclusive, lifegiving, and lifelong. Our promise is that students will find their chosen pathway and graduate knowing they matter absolutely, have the power to make the world a better place and influence positive change.

A strong partnership between staff, children and families ensures we are all striving for the same outcomes.

Families are at the heart of our faith and learning environment and we are committed to building community through nourishing family life. It's not just students who get to experience what Nazareth has to offer, as we coordinate a range of programs and initiatives to support and celebrate all members of our community including early learners, graduates, parents, seniors and friends.

At Nazareth we invite our community to a deeper understanding of God through authentic, engaging, and life-giving experiences.

From the Early Childhood Centre to Year 12, we are continually examining the needs of young people as we prepare them for life as critical, informed and motivated contributors to the local community and beyond. In our community diverse cultures and religions are recognised and embraced. We embrace a contemporary approach to faith and learning, where innovation, technology and our environment enable both students and staff to be at the forefront of education.

Grounded by our Catholic beliefs, we aspire to be a living experience of Church, with every family and member of our community at the heart of what we do each and every day.

At the centre of Nazareth's vision is a community who, in partnership with Parish, gathers in prayer and celebration, with the Eucharist, from which it draws its inspiration, as the focus. The Christian message, together with the Catholic traditions and practices, is evident in contemporary, relevant, and diverse gatherings.

At Nazareth every single student and their family is known and celebrated for their unique gifts and talents, and it is our mission to help each young person in our care, seek their passions and follow them.

<b>Position Title:</b>	Inclusive Education Administrative Assistant
<b>Appointment:</b>	Permanent
<b>Grade:</b>	ESO Grade 5
<b>Hours per Week:</b>	37.5
<b>Weeks per Year:</b>	42
<b>Stream:</b>	Administration
<b>Commencement:</b>	ASAP

## KEY WORKING RELATIONSHIPS

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- Principal
- College Deputy Principal
- Heads of Campus
- R-12 Head of Inclusion and Support
- Inclusion and Support Teams
- Staff
- Students

## BROAD PURPOSE

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Reporting to the R-12 Head of Inclusion and Support, and working under minimal direction, the Inclusive Education Administrative Assistant provides administrative support to the Inclusion and Support Leadership Team. The position requires a professional approach, wide range of high level and varied administrative skills to assist the Inclusive Education Team across the Primary, Middle and Senior Schools to monitor and report on adjustments provided for students through the Nationally Consistent Collection of Data (NCCD) and Personalised Plans for Learning (PPLs).

## KEY RESPONSIBILITIES

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The Inclusive Education Administrative Assistant at Nazareth will work in accordance with the Vision, Mission, Values and Aspirations of the Nazareth Strategic Plan.

Duties include, but not limited to:

- Ensure the provision of a complete professional administrative service is available to the Inclusive Education Team, including a range of organisational activities (calendar management, scheduling meetings etc), undertaking work of a highly confidential and sensitive nature, and ensuring competent meeting support (preparing Agendas, taking notes, follow-up actions etc) is available when needed.
- Undertake a range of administrative functions to support Inclusion and Support processes, including coordination of NCCD requirements, preparation and collation of documentation, and ensuring consistent application of relevant Catholic Education and national guidelines.
- Provide leadership and direction to operational and strategic planning including determining and managing priorities of the Inclusive Education Team in consultation with the R-12 Head of Inclusion and Support to ensure the effective administrative function of Inclusive Education across R-12.
- Provide a high level specialist and confidential administrative service, through the preparation of reports, summaries and data extracts related to NCCD and Personalised Plans for Learning (PPLs), supporting leadership decision-making, compliance and planning, handling highly confidential and sensitive information with discretion.
- Liaise with NCCD stakeholders regarding policy and other matters to ensure school compliance is achieved in areas of responsibility.
- Develop and implement procedures, templates and professional work practices for the administration of Inclusive Education and regularly review administrative operations and determine their effectiveness, making necessary adjustment as appropriate to meet the school's needs.
- Oversee professional development and training arrangements for Inclusive Education Support Officers ensuring timely notification and completion of mandated training occurs.
- Actively lead and support the organisation of and positively participate in school events/activities, meetings, required training and professional reviews.
- Undertake other duties, as required by the Principal (or delegate).

## PERSON SPECIFICATION

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- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated skills and experience in applying specialised administrative knowledge with depth in areas of responsibility. Experience working in a comparable position/school environment or knowledge of inclusive education is highly desirable.
- High level knowledge and application of relevant policies, procedures and associated obligations to demonstrate continued compliance.
- Demonstrated experience in undertaking research and investigations which may be extensive to support leadership priorities and deliver effective outcomes.

- Full ICT competency and advanced proficiency using a computer and applicable programs, particularly Microsoft Office (i.e. Word, Excel, Outlook, Powerpoint), databases and other ICT equipment, and full technical competency to operate office equipment, and ability to train and support others with same.
- Excellent interpersonal and communication (written and verbal) skills to deal with complex and sensitive issues, be an effective role model and lead and support others as a team leader and member and positively engage and interact with the broader school community and with external parties. Demonstrated experience in leading and supervising others to achieve group outcomes within broad parameters is required
- Demonstrated experience working under minimal direction, being accountable for own and service outcomes within broad parameters, requiring no guidance during the performance of work to effectively achieve stated objectives.
- Ability to initiate, analyse, design, plan and execute and evaluate major, broad, or highly specialised functions or complexity within area of accountability.
- Excellent organisational skills and experience in exercising substantial autonomy in decision making for the administrative function using a wide-range of highly specialised skills to ensure the work requirements and output of the team are successfully achieved.
- Able to generate and evaluate ideas through the analysis of information and concepts at an abstract level to ensure a professional administrative function and responsive customer service exists to meet the school's needs.
- Demonstrated high-level experience in maintaining confidentiality.
- Willingness and experience in positively leading and supporting school activities/events, attend meetings and undertake required training, ensuring engagement of others as required.
- Demonstrated ability to follow procedures and lead and deal effectively with emergencies and/or unexpected situations, including supporting others as required.

## **SPECIFIC REQUIREMENTS**

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- A Diploma/Advanced Diploma in Administration or Business (or equivalent) comprising of two years of study and/or relevant demonstrated knowledge and experience in a comparable role.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- First Aid Qualification as directed by the school.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
- Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

## **WORK HEALTH AND SAFETY**

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This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

(Reference: Division 4, Section 28 – SA WHS Act 2012). This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.