



Executive Assistant to the Deputy Principal: Learning and Teaching

Reports to:	Deputy Principal: Learning and Teaching
Category:	C
Time Fraction:	Full Time
Tenure:	Ongoing
Review:	12 months

Thomas Carr College is a dynamic Catholic learning community guided by our Gospel values. Our Catholic faith has a vital role to fulfil in the education of our students; it is at the very core of our purpose and identity. Each Thomas Carr College staff member bears witness to these values in their interactions with staff, students, families and the community.

This role description is written in light of the Mission and Vision Statements of the College. Our community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. All dimensions of life at the College, are aimed at supporting the growing, learning person: the young women and men whom the College serves.

All leaders at the College accept responsibility for working with staff teams, through collaborative leadership for growth, in the development of a positive school climate supporting high expectations and high levels of success for all students.

COMMITMENT TO FAITH

All positions at Thomas Carr College are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by our founder Archbishop Thomas Carr. It is expected of all employed at Thomas Carr College that they:

- Accept and model the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, striving to help students to understand, accept and appreciate Catholic teaching and values.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

THOMAS CARR IS A CHILD SAFE SCHOOL

Thomas Carr College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young women and men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.



OVERVIEW

The Executive Assistant to the Deputy Principal: Learning and Teaching provides administration expertise in the identification, implementation and engagement of administration systems and processes that enhance the efforts of the Learning and Teaching area.

KEY RESPONSIBILITIES

CALENDAR AND DIARY MANAGEMENT RESPONSIBILITIES:

- To provide calendar management of the Deputy Principal: Learning and Teaching
- Manage the diary including arranging and recording of all appointments with internal and external parties
- Ensure the Deputy Principal: Learning and Teaching is reminded of scheduled meetings and associated activities in a timely manner
- Liaise with the College Leadership Team (CLT) regarding upcoming College events related to Learning and Teaching

NAPLAN AND COLLEGE ADMINISTERED EXAMS:

- Responsible for organizing the appropriate administrative support for NAPLAN and Year 7 – 11 College administered exams
- Entering and uploading student notices onto SIMON within the appropriate time frame
- Co-ordinate and liaise the printing and dissemination of exams within specified timelines

ADMINISTRATIVE SUPPORT:

- To prepare documentation, correspondence and communication material for the Deputy Principal: Learning and Teaching in a professional manner
- Prepare agendas and minutes for meetings convened by the Deputy Principal: Learning and Teaching
- Provides a high level of secretarial and administrative support
- Liaise with the Business Manager and Assistant Business Manager in respect of budgets for specific events and faculties
- Organise all information required for Parent Information Evenings, in consultation with DOLG and Deputy Principal: Learning and Teaching
- Provide assistance organizing the subject selection expo
- Liaise with the Events Coordinator regarding catering requirements
- Liaise with external suppliers regarding goods and services required for events
- Provide general administration support as required

COLLEGE COMMUNICATION:

- Provide a high level of communication in an efficient and professional manner
- Screening calls for the Deputy Principal: Learning and Teaching and refer callers to appropriate staff members where applicable
- Promote a high level of professionalism and customer service when dealing with members of the College community and external contacts
- Uphold professionalism and confidentiality at all times
- Welcome and provide hospitality to all visitors to the College
- Manage the integrity of the College communication and brand as per the Style Guide
- Proofreading, formatting, publications and distribution of communication with the learning and teaching sphere, including but not limited to Operoo letters to families



Through mutual agreement some variation in the specified responsibilities may take place during the term of appointment as a part of a normal process of ongoing evaluation of the College's operations.

All employees at Thomas Carr College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004, the Equal Opportunity Act and CECV Commitment Statement to Child Safety.

ATTRIBUTES

- Highly proficient computer skills in the MS Office suite including Teams, Outlook and Word.
- Solutions orientated and the ability to work autonomously and proactively while maintaining a high level of integrity, confidentiality, and diplomacy.
- Strong written and verbal communication skills.

QUALIFICATIONS

- A current Working With Children Check and successfully passes a National Police Record History Check

Thomas Carr College is an equal opportunity employer that promotes the safety, wellbeing and inclusion of all children.