



Sheldon College Position Description



Systems Officer (Academic, Wellbeing and Co-curricular)

Department:	College Operations P-12
Reports to:	Director of ICT
Responsible to:	Principal

Welcome to Sheldon College

Sheldon College is an independent, co-educational, non-denominational College situated in Redland City, catering for students from 15 months of age through to Year 12. We provide a first-class curriculum in the academic, sporting, and cultural arenas with access to state-of-the-art classrooms, laboratories, resource centres and studios, as well as cultural, performing arts and sporting facilities. This ensures we deliver on our commitment to provide outstanding education in a safe, secure learning environment, underpinned by our philosophy of Love, Laughter and Learning.

About the Role

The Systems Officer will provide high level administrative support to senior leadership and be crucial in providing and maintaining efficient and effective day-to-day management for the College. The role is multifaceted and involves close collaboration with the Director of ICT, Director of Teaching and Learning (7-12), Director of Academics Primary, Director of Operations and Director of Student Services.

The Systems Officer will promote the ethos of the College through exceptional communication, detailed planning, and strong relationships with all stakeholders.

Key Responsibilities

College Timetable and Daily Operations

- Provide administrative support for all timetabling matters, including the construction of the College timetable, provision of student and staff timetables, maintenance of class lists (Academic and Co-Curricular).
- Make changes to the College timetable to reflect class, student or teacher changes, and the semester roll over of subjects (Academic and Co-Curricular), as directed by line managers.
- Administrative support of teacher / class substitutions.
- Administrative support in maintaining the College calendar, in collaboration with the Internal Communications Manager.





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- Coordinate the tracking of College's activity applications.
- Administrative support in maintaining relevant communication pages within the College's Learning Management System.

Academic Processes

Learning Management and Data Analytics

- In conjunction with the Director of Academics Primary and Director of Teaching and Learning, support the College's;
 - continuous feedback reporting processes, including the collation and administration of rubrics, and the alignment of data across reporting systems.
 - Staff with the consistent application of continuous feedback framework processes within the learning management system.
- Liaise with external vendors when support is required for Learning Management and Data Analytics Systems.
- Administrative support of mentor data and processes within the College's Learning Analytics System.
- Support the Director of Teaching and Learning and Director of Academics Primary to ensure Learning Analytics informs teaching and learning and assists with identification of student continuous improvement.

Reporting

- In conjunction with the Director of Academics Primary and Director of Teaching and Learning, support the administration, checking, collation and publishing of College reports.
- Administrative support of continuous reporting processes and data quality checks to meet reporting deadlines.

External Academic Data Administration

- In conjunction with the Director of Academics Primary and Director of Teaching and Learning, support the administration and data collation of the following;
 - ACER PAT, OARS Assessments,
 - NAPLAN,
 - ICAS Assessments,
 - QCAA Data and Administration.





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Student Services & Wellbeing

- Provide systemic & cyclic data analysis of student absences, (chronic and habitual non-attendance)
- In conjunction with the Director of Student Services facilitate the development and maintenance of a data reports and dashboards;
 - to identify the volume and type of student issues entered in Student Information System,
 - early intervention subject tracking reports for senior student absences,
 - to support student wellbeing.

Co-Curricular

- Provide systemic and cyclic data analysis of all College Co-curricular activities to inform strategic College decisions.
- In conjunction with the Director of Sport and Director of Co-Curricular explore integration of relevant data to a College data dashboards.

Skills and Personal Attributes

- Possess a minimum of 3 years' experience in a similar role in a medium to large educational organisation.
- Experience with The Alpha School System (TASS) would be advantageous.
- Have experience within the following systems:
 - Time Table Systems for example, Timetabler,
 - Learning Management Systems for example, Schoolbox,
 - Academic Data Systems for example, Learning Analytics.
- Be able to prioritise, critically analyse data and prepare reports across systems.
- Possess advanced computer skills including a sound understanding of Microsoft Office Suite (particularly Word and Excel).
- Demonstrate the ability to organise and complete multiple tasks with close attention to detail, accuracy and prioritisation to meet deadlines.
- Demonstrate the ability to use initiative and to problem solve with ability to manage workload with competing priorities.
- Demonstrate excellent interpersonal and communication skills to relate professionally with students, parents and staff.





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- Demonstrate a commitment to client service and relations.
- Have the ability to build effective collaborative working relationships with stakeholders.
- Demonstrate high levels of discretion, confidentiality and professional judgment.
- Be flexible, open to change and possess a positive attitude.
- Demonstrate outstanding professional personal presentation.

