



Education Support International Student Program Administration Position Description

Position Tenure	Ongoing	Time Fraction	1.0 (38 hours)
Department:	International Student Program	Level:	1:2
Application Closing Date:	17 June 2018	Job Vacancy #:	1121805

Role

Support the operation and management of the international curriculum and program and provide other support in the operation of the international student program.

There is an attendance requirement for this position of approx. 25 days during the school vacation periods.

Standard DET ES Level 1 Range 2 Role Description

Performs and/or supervises tasks that are carried out in accordance with guidelines, accepted practice and school policy. This may include the supervision and coordination of other education support class staff within the work area or educational program. Supervision and coordination would be limited to ensuring routine tasks are performed to required standards. Input into identifying training needs and development of education support class staff within the work area or educational program becomes an important feature at range 2.

Specialised support to achieve specific outcomes is a feature of range 2. Typically this will involve accountability for a single function, (e.g. ensuring data is properly maintained) or the operation of a work area (e.g. managing the day to day operation of a school office) under the direction of the principal or another senior manager.

Provides support to teachers and students that is beyond the routine support provided at education support class Level 1, range 1. Within an educational program assists teachers with the coordination of the support function, such as directing/organising the work of other support staff or providing a specialist support role.

Undertakes medical intervention support tasks or other specialised student/teacher support roles that require specific training that must be updated from time to time. The role is for a specific purpose for which there will be direct accountability as opposed to support roles



that are carried out by a range of staff performing routine tasks under direction.

Performs technical tasks that require a sound knowledge of basic technical and/or scientific principles that are used to develop and adapt work methods and make judgements where there are clear guidelines and limited options. Routine technical support in libraries, science and information technology laboratories would be typical examples.

An education support class position supports the educational services being provided to students, but must not include duties of teaching as defined in clause 2.6.1 of the Education and Training Reform Act 2006 (Vic) or its successor. Supervision of students cannot be required except where it is an integral part of the employee's position or involves supervision of students individually or in small groups, in controlled circumstances, where the responsibility for students remains clearly with a teacher.

Responsibilities

- Work professionally, courteously and cooperatively with internal and external clients. This role involves close interaction with a wide range of parents, students and staff.
- Maintain confidentiality and sensitivity in all aspects of the role.
- Maintain currency of professional knowledge and skills.
- Assist in ensuring that the school complies with government regulations and policies.
- Comply with OH&S requirements and maintain a safe and healthy workplace for self and others.
- Fulfil any duties assigned by the principal or delegate within the relevant ES dimensions of work (<http://www.education.vic.gov.au/hrweb/workm/Pages/dimensSSO.aspx>)

Duties

- Respond to and/or direct all communications made to and within the school appropriately
- Under the direction of the ISP Director, undertake duties that might include providing advice and information to community members in relation to ISP administration functions, enrolments, payments, copying and secretarial work, mail, preparation of data, reports and information.
- Liaise with employees to support the efficient operation of day-to-day activities, excursions, and events.
- Liaise with external stakeholders including the DET as required to support staff and families.
- Manage minor projects as directed by the ISP Director.
- Liaise with and provide support to families, students and teachers around student learning and other needs.
- For roles including student support: homestay provision and monitoring, and liaising and communicating with homestays

Other Information (Includes Academic Qualifications and Experience)

Requirements:

- A current and valid Working with Children Check.



- A current drivers licence

Preferred requirement:

- An ability to speak and write Mandarin Chinese and or Vietnamese

Selection Criteria

Standard DET ES Level 1 Range 2 Selection Criteria

SC1 Demonstrated experience and skills in coordinating a specific education support function.

SC2 Demonstrated capacity to supervise the work of other support staff and to develop procedures and guidelines relating to the work area.

SC3 Demonstrated high level oral and written communication skills.

SC4 Possess the technical knowledge and expertise relevant to the position.

SC5 Demonstrated capacity to provide advice and support to management in respect to the work area.

SC6 Demonstrated commitment to professional learning and growth for both self and others.