

POSITION DESCRIPTION

POSITION TITLE	HUB SUPPORT ASSISTANT - YEAR 7 YEARS 8/9 YEARS 10/11/12
Role Specific Responsibilities	<ul style="list-style-type: none"> • Student support • Administrative support to Year Level Hub
Time Fraction/ Fortnightly Hours	1.0 EFT – 76 hours Additional hours are not required for this position
Days and Hours	Monday to Friday 8:00am – 4:06pm
Breaks	Tea Break – 15 minutes Lunch Break – 30 minutes (to be taken between 11:00am – 2:00pm)
Reports to	Assistant Principal of the relevant Hub
Accountability	Performance management is the responsibility of the Assistant Principal of the relevant Hub
Qualifications and Experience	

RESPONSIBILITIES
Student Support
<ul style="list-style-type: none"> • Triage student issues relating to attendance, welfare, behaviour, courses, destinations etc. and refer to relevant hub staff • Maintain accurate records of student interactions • Daily monitoring of student attendance to ensure absences are minimised, reporting students of concern to coordinator. • Daily monitoring of PLUB points and reporting students of concern to coordinator. • Regular monitoring of student progress in class, highlighting students of concern to coordinator • Encourage and promote positive school spirit among staff and students • Engage in support meetings with students and families at risk of disengagement • Support the completion of required paperwork (such as suspension)
Administrative Support
<ul style="list-style-type: none"> • Perform administration and keyboard duties as required including but is not limited to; maintaining student's files on CASES21, updating family details on Cases21 and Compass, preparing communication for students and/or College community, filing and archiving • Enter parent/school approvals for absences onto Compass. These approvals may be received via leadership staff, the absence line or notes provided • Monitor and follow up student attendance including daily phone calls to parents and updating student records of nominated students as directed by Team Leaders

- Monitor absence levels on a regular basis and provide to Leadership for review
- Liaise with Assistant Principals, Team Leaders and Welfare Officers on students displaying significant absences in excess of 3 days which are unexplained or long term absences (ie. ongoing illnesses) and update records accordingly
- Complete data entry when attendance notes and reports are received.
- Monitor and correct any unmarked or incorrectly marked rolls.
- Ensure attendance archiving is completed on a regular basis (paper and electronic archiving options)
- Attend Hub meetings where required
- Create and produce various communication documents, notices and electronic information for the College Community within the Hub
- Interpret instructions and issues arising, and then implement actions according to administrative policies and procedures.

General expectations of all staff

- Complete yard duty as rostered
- Establish and maintain effective working relationships with co-workers, leaders, students and the general public
- Perform duties in an efficient, professional and courteous manner in accordance with the College Values, the Victorian Public Sector Code of Conduct and all local policies and codes of conduct
- Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health and safety procedures and staff policies and protocols
- Pursue personal development of skills and knowledge necessary for the effective performance of the role
- Other duties as requested by the Principal or Business Manager

Child Safe Standards

- Uphold the Bairnsdale Secondary College Statement of Commitment to Child Safety
- Adhere to the Bairnsdale Secondary College Child Safe Code of Conduct
- Support the establishment and maintenance of a Child Safe environment