



# Caroline Chisholm Catholic College

## Position Description – NCCD Administration Coordinator

**POSITION CLASSIFICATION:**

**Education Support Officer**

**REPORTS TO:**

**Principal via Learning Diversity Leader**

The position of NCCD Coordinator will provide administrative support to the Learning Diversity Leader and facilitate student data collation and evidence gathering to meet our NCCD requirements. Integral to the key duties is providing teachers with PLP (Personal Learning Plan) administration support. The NCCD Administration Officer is directly responsible to the Learning Diversity Leader. This Position Description may be subject to change during the term of appointment as part of a normal process of ongoing evaluation of the College's operations.

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### **Duties:**

#### **Assist with the College's response to the Nationally Consistent Collection of Data (NCCD) process**

Achieving this includes:

- Assisting with the collection and recording of detailed notes and data surrounding individual adjustments made to meet the learner's needs.
- Participating in the NCCD Moderation process.
- Assisting with the College's annual processes to support the NCCD collection under the direction of the Learning Diversity Leader
- Utilising MACS and other professional networks to ensure that Caroline Chisholm Catholic College's response to the NCCD process reflects best practice.
- Work with the LDL to analyse the annual NCCD data and identify and explore trends in this data and potential opportunities/challenges it presents the College.
- Attend training and professional learning programs to maintain skillset for this role.
- Support the Learning Diversity Leader with the entry, gathering and tracking of relevant NCCD data, including assessments, PSG minutes, PLP storage, Teacher NCCD evidence and wellbeing information.
- Maintain database of students on NCCD.
- Directly support teachers in uploading information / documentation to student learning profile.
- Assist in booking PSG (Parent Support Group) meetings with parents of students with a PLP.
- PSG Minute taking and distribution.
- Liaise with parents regarding scheduling of meetings, follow up of documentation.
- To support the enrolment process by ensuring all relevant documentation related to student need is collected and uploaded to Compass.
- Liaise with external stakeholders to collect student information and reports.
- Assisting the Learning Diversity Team with letters, documents and presentations as requested

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**Provide LSO support to students with additional needs if required by LDL**

This responsibility includes

- Assists teachers with the implementation of strategies for students during class time
- Liaise with teachers in identifying common goals to assist the student to engage in learning
- Liaise with subject teachers in the preparation of material for lessons and provide assistance with scaffolding of assignments, homework tasks and tests.
- Assists students with significant disabilities with scribing and reading, both in class and during assessment tasks and examinations
- Give one-on-one and small group assistance to students both in and outside the classroom to make learning activities accessible.
- In consultation with the Learning Diversity Leader, analyses and plans the most effective manner in which to integrate the student to subject matter
- Participates in the monitoring and evaluation of programs and individual student involvement and achievement
- Attend day excursions, camps and retreats, including the Year 9 Retreat Program, as organised by the College to support students.
- Provide exam or test supervision for students (internal and external in accordance with VCAA approved provisions).
- Record observation notes in accordance with NCCD requirements on a daily basis
- Help students to develop social interaction with their peers and promote student independence in learning and in general school routines.
- Assists students on a rotational basis in Homework Club and Lunch Club.
- Assists students with mobility where necessary to classrooms, in school grounds, on excursions This need will vary according to the individual student requirements.
- Assist with students' personal care and hygiene as required
- Works collaboratively with all staff, students and families

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**Other duties as directed by the Principal**

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**Selection Criteria**

- Strives to be a leader in Learning Excellence & a vision for the role with the ability to reflect on one's leadership performance and style
- An ability to form teams and sustain a network through the term of appointment with excellent leadership, management and administrative skills
- The capacity to work flexibly and creatively within a collaborative decision-making structure
- Exhibit an ability to communicate clearly, personably and effectively in ways that engage staff, students, guardians and the wider school community
- A sound grasp of current educational thought and practice specifically in the context of the role
- Proven record as an exemplary innovative teacher and excellent capabilities of successfully integrating the use of ICT in contemporary education
- Remain committed to undertaking a proactive role in enhancing student learning outcomes and perform at a high level of teaching
- Holds a current registration with the Victorian Institute of Teaching
- Demonstrates commitment to Catholic Education including Accreditation to Teach in a Catholic School or a commitment to attain registration within 2 years of the appointment

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**Terms & Conditions**

Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA).

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**Caroline Chisholm Catholic College is a Child Safe School.**

