

## Position Description

# Learning Program Systems Coordinator

<b>Purpose of position</b>	The Learning Programs Systems Coordinator supports the College learning program through the administration of key digital systems including timetable development, VASS administration, digital learning subscriptions, academic reporting and SIMON (intranet administration).
<b>Staff Team</b>	Differentiated Educational Practice Implementation Team
<b>Reporting to</b>	Director of Learning Program Systems
<b>Location</b>	Marymede Catholic College: - 60 Williamsons Road, South Morang - Eminence Boulevard, Doreen
<b>Classification</b>	Education Support Officer Level 4, Category A
<b>Salary and benefits</b>	<ul style="list-style-type: none"> <li>• Salary as per Catholic Education Multi Enterprise Agreement 2022</li> <li>• Significant opportunities for professional learning</li> <li>• Salary range (at time of advertisement): \$93,881 - \$106,935</li> </ul>
<b>Commencement date</b>	January 19 2026
<b>Employment conditions</b>	<ul style="list-style-type: none"> <li>• Full-time</li> <li>• Ongoing position</li> <li>• Hours of employment are: 8.00am to 4.06pm, Monday to Friday, 30-minute lunch break.</li> </ul> <p>The successful applicant will be subject to a satisfactory National Police Record Check and Employee Working with Children Check.</p> <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
<b>Qualifications and experience</b>	<p>Experience with school data management systems (Timetabler, VASS, and SIMON) is an advantage but not essential.</p> <p>A current Victorian driver's licence and access to a vehicle.</p>

Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people.

## Key duties and responsibilities

- With direction from the College Director of Learning Program Systems prepare and manage the College timetable for the Doreen Campuses
- Facilitate student's subject selections on an annual basis for the construction of following year's timetable for the Doreen Campuses
- Organise the Semester Examination timetables for Years 9, 10 and 11; and the Year 12 Trial Examination timetable for the Doreen Campus
- Coordinate the systems used for students to access digital learning subscriptions for the Doreen Campus
- With direction from the Deputy Principal – Differentiated Educational Practice, prepare and manage the academic report functionality including tasks and summative reports for the Doreen Campus
- Support the VCE Leader with the administration of the VCE at the Doreen Campus
- Administer the VASS System for the Doreen Campus completing all administrative tasks associated
- Administer the regulations governing the implementation and running of the VCE as per the VCE Administration Handbook published by the VCAA
- Liaise with the Student Wellbeing Team, Learning Area Leaders and teaching staff to ensure that student programs meet minimum requirements prescribed by VCAA and are appropriate enrolments for all VCE students
- Verify all Second Language and EAL applications and enrolments
- Establish confidential processes for students requiring special arrangements for examinations and SACs, and apply to VCAA for these in a timely manner
- Be aware of changes to VCE courses offered by the College and establish that changes have been implemented by staff, especially the integrity of school-based assessment and the satisfactory completion of learning outcomes and changes to curriculum content and assessment tasks
- Implement arrangements for the GAT, internal and external examinations for all VCE students, including special examination arrangements
- Manage student subject / course withdrawal
- Be knowledgeable of all rules and guidelines for the school's responsibilities to the VCAA and other providers
- Oversee small group partnerships and subject audits each year in liaison with subject teachers
- Manage the SAC calendar and rescheduling of student SACs
- Work with the Chief Supervisor of external examinations
- Oversee the process of entering results for SACs and SATs and indicative grades
- Review and evaluate VCE procedures within the College and to recommend and implement changes as appropriate
- Support staff undergoing VCAA audit
- Assist the SIMON Leader with the administration of the SIMON Learning Management System
- Foster the culture of Child Safety at the College
- Other duties as outlined by the Principal consistent with the skills and experience required for this position

## Key selection criteria

- Possess the skills, experience and qualifications to perform the duties and responsibilities of the position
- Proven experience to use digital technology accurately and effectively
- Ability to plan and problem solve
- Ability to work as part of a team
- Strong skills in using the Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Teams) and with very strong skills in using Excel
- Ability to manage competing priorities
- Clear and effective written and verbal communication skills
- A flexible and adaptable approach to work, with the ability to take ownership of tasks
- Ability to deliver continuous improvement and streamline task to achieve efficiency
- Proven ability to manage multiples tasks / projects and prioritise workload
- Ability to work autonomously as well as part of a team
- Ability to handle sensitive and confidential information appropriately
- Ability to plan effectively, meet deadlines and multitask
- Commitment to supporting the Catholic Identity of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedures

## Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

All staff of the College are expected to understand and realise child safety and wellbeing related policies and procedures including:

- MACS Code of Conduct
- Child Safety Code of Conduct
- Child Safety Policy
- Child Safety and Wellbeing Procedures
- All policies can be located via: [POLICIES | Marymede Catholic College](#)
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Staff are expected to take very seriously their responsibilities related to:

- care for children
- supervision of children
- maintaining professional boundaries with children
- Mandatory Reporting
- Reportable Conduct Scheme

- Being aware of potential signs of harm for children
- Information sharing
- Record keeping

Please be aware that all staff, contractors and volunteers are required to have working with child clearances (Working With Children Check or VIT Registration unless there is a valid exemption). This is sighted, verified and recorded.

All staff, contractors and volunteers are required to have proof of identity sighted prior to entering the Campuses of the College or engaging in child-related work.

Please be aware that essential or relevant qualifications, history of work involving children, and references addressing suitability for the job and working with children are collected and recorded for staff, contractors and volunteers.

**Position description updated:**

**May 2026**