



Position Title	Academic Services Officer
Reports To	Dean of Studies
Department	Senior School
Location	All Souls St Gabriels School
Employment Conditions	As per the All Souls St Gabriels School Enterprise Agreement
Classification	School Officer - Level 4
Contact Officer	Dean of Studies
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About All Souls St Gabriels School

All Souls St Gabriels School (ASSG) is an independent, co-educational, Pre-prep to Year 12 day and boarding school in the Anglican tradition. Located in Charters Towers, 130km southwest of Townsville, the School caters to students from all over Queensland and the Northern Territory. Charters Towers is an educational hub hosting several well-established boarding schools.

Our Mission

To nurture young people in the development of their mind, body, and spirit.

Our Vision

Shaping students who seize opportunities and have the skills, knowledge, and desire to contribute, lead, and serve.

Our Values

- **Integrity** - We are honest with ourselves and others; we listen to our conscience to do the right thing.
- **Respect** - We have respect for ourselves and others, history and tradition, and our environment.
- **Resilience** - We are encouraged to extend ourselves, to see every hardship, challenge, and error as a learning experience and an opportunity to grow.
- **Service** - Our School motto, *Severe regnare est* ("To serve is to reign"), inspires us to think beyond ourselves and to consider the needs of others and our community.

We are a School that actively promotes child-safe standards and is committed to upholding the safety and welfare of our young people as required under the Child Safe Organisation Act 2024.



Position Purpose

The Academic Services Officer plays a pivotal role in the administration and delivery of diverse learning pathways within the Senior School. This position is responsible for the holistic support of the student academic experience, ensuring that all students - regardless of their chosen pathway - are tracked, supported and positioned for success.

While maintaining a strong focus on the Vocational Education and Training (VET) portfolio, the Academic Services Officer ensures these programs provide meaningful employment pathways. Simultaneously, the role provides essential administrative and operational support to the Dean of Studies and the HOD's team, assisting in the oversight of academic progress, data integrity and the successful completion of secondary schooling requirements.

The Academic Services Officer is a critical point of contact for student participation, course completion tracking, and the coordination of external opportunities such as work placements and work experience: by bridging the gap between vocational training and broader academic services, this role also ensures a seamless and comprehensive educational journey for every secondary student.

Organisational Relationships

Internal Relationships

- Dean of Studies
- Heads of Department
- Teachers - supporting teachers with regard to VET programs
- Students - supervision as required
- Admin Staff - point of contact regarding senior school VET programs and other academic activities

External Relationships

- Parents - providing advice about VET Programs and Academic services
- Vendors - liaising with service providers e.g. RTO's and other Educational providers, vendors

What Success Looks Like

- VET programs are well-coordinated, compliant and student-centered, with accurate records, strong completion rates and clear pathways into employment, apprenticeships or further training
- Students undertaking VET and school-based apprenticeships are effectively supported, including timely monitoring of progress, work placements, attendance and assessment requirements
- Strong and productive relationships are maintained with external partners, including RTOs, DTTC, local employers and training providers, enhancing the breadth and quality of VET opportunities available to students
- Senior School administrative processes operate smoothly and efficiently, with high-quality support provided to the Dean of Studies across scheduling, examinations, data management and reporting
- Compliance requirements for QCAA, VET and external assessments are met consistently, with accurate data, timely submissions and effective coordination of examinations and testing programs
- Students experience clear communication, consistent pastoral support and positive engagement, particularly those balancing VET commitments with academic study and boarding responsibilities



Key Accountabilities

Day to Day

- Diary management - Dean of Studies
- Communications - internal/external
- Record keeping
- Document production and editing
- Completing administrative tasks relating to all academic services
- Exam schedule organisation

QCAA

- Data collection, input & organisation
- Maintain student records in Student Management
- External exams - coordinate & manage

NAPLAN

- Data input & organisation
- Maintain student records
- Coordinate & manage testing

Academic Reporting

- Set up and manage systems for academic reporting across Senior School, Junior School and Boarding.
- Collect and manage data for courses relating to academic reporting.

Data

- Input to local systems
- Retrieval from local systems
- Organise school data as required for all awards including end of year Awards Day

VET Tasks

- Effectively manage all aspects of the VET program and maintain all associated records as required
- Coordinate & manage DTTC activities, School-Based Apprenticeships & Traineeships, work experience, VET work placements and all other training programs with RTOs including short course programs
- Support students undertaking school-based apprenticeships and traineeships
- Maintain accurate student records
- Liaise with and build partnerships with external stakeholders (RTOs, Local businesses etc)
- Attend and contribute to local VET meetings
- Advertise opportunities relating to Pathways to students and families
- VET Awards
- Collect VET data from current and past students & report to Dean of Studies

Other

- Certificates for student awards
- Coordinates the giving of student awards for end of end of year Awards Day in liaison with SS SLT Admin Assistant
- Supervise students completing independent study



Pastoral Care of Students

- Support the School's Pastoral Care program as relevant
- Reinforce positive and respectful behaviours in all VET students; and
- Refer matters of concern in relation to students to the relevant staff

Developing and Maintaining Positive Relationships

- Work effectively and collegially as a member of a School team
- Exercise effective communication skills with students, colleagues, parents or guardians, and others
- Establish positive and effective relationships with staff and students
- Maintain confidentiality regarding sensitive or private information about students, families, colleagues, and the School
- Communicate information appropriately, in the interests and well-being of the ASSG community
- Liaise with local providers, the Dalrymple Trade Training Centre and other external bodies as required

Effective and Efficient Administration

- Work with other staff with general administration tasks as directed by the Dean of Studies
- Assist with the administration and co-ordination of events and activities relevant to VET students
- Support students with all external administration as required
- Ensure all relevant documentation is appropriately stored
- Keep updated records on VET Students documenting relevant information

Relationships and Collaboration

- Work effectively and collegially as a member of the School team
- Build positive relationships with staff, students, and families to support a respectful and inclusive school culture
- Reinforce positive behaviours in students and refer concerns to relevant Co-ordinators
- Communicate clearly and professionally with students, colleagues, parents, and visitors
- Participate actively in staff briefings, meetings, and school improvement initiatives
- Model professionalism, punctuality, and high personal standards in alignment with the School's values and Anglican ethos
- Maintain a student-centered approach, demonstrating care, respect, and support in all interactions
- Uphold the School's Christian values and contribute positively to the School community
- Collaborate with colleagues to reflect on and improve school operations and processes

Workplace Health & Safety (WHS)

- Maintain a strong understanding of the principles of Workplace Health and Safety as they apply in a school
- Comply with all WHS policies, procedures, and directions
- Take reasonable care for personal safety and the safety of others
- Participate in safety training, consultation, and hazard reporting
- Use equipment safely and follow correct manual handling techniques
- Report any hazards, incidents, injuries, or near-misses immediately
- Complete the School's mandatory training annually including the WH&S module



Extent of Authority

- No financial delegation
- Manages one's own time and tasks with minimal supervision
- No supervision of other staff

Key Challenges

- Managing complex compliance requirements across VET, QCAA, RTOs and work placements while maintaining accurate, auditable records
- Balancing competing priorities and deadlines, particularly during peak periods such as examinations, reporting cycles, Awards Day and VET assessment windows
- Supporting students with diverse needs and pathways, including those undertaking apprenticeships, traineeships and external training while managing academic expectations
- Coordinating multiple stakeholders, including students, parents, staff, RTOs and employers, often with differing expectations and timeframes
- Operating effectively within a regional and boarding school context, where access to providers, employers and training opportunities may be limited and require proactive relationship management
- Maintaining high attention to detail and accuracy under pressure, as errors in data, compliance or reporting can have significant consequences for students and the School

Ideal Candidate

Mandatory Requirements

- Current Queensland Working with Children Check (Blue Card)
- Legal right to work in Australia
- Significant experience with administrative work in a school setting
- Demonstrated experience managing confidential matters and representing an organisation professionally and responsively

General Skills and Abilities

- Strong computer literacy
- Administration skills of a high order
- Superior drafting/editing skills

Acknowledgement

I have read, understood and agree to perform the duties and responsibilities set out in this position description.

Employee Signature: _____ Date: _____