



WHITEFRIARS  
CATHOLIC COLLEGE FOR BOYS

## Learning Diversity Administration Officer

Title	Learning Diversity Administration Officer
Classification	Education Support Officer – Level 3 (Category B)
Appointment duration	Fixed Term (Term 2)
Date Reviewed	March 2026

Whitefriars College provides a quality education for young men grounded in the Catholic Carmelite tradition that emphasises critical thinking, the search for meaning and how to contribute to the common good of society. The College supports every student to seek and achieve excellence in their learning, their relationships, and their participation in the community. Students are invited to appreciate the Christian worldview and see the goodness of God in themselves, all others and the natural world. Our aim is to enable our young men to look beyond themselves with a moral compass and social conscience and to approach life with intelligence, inner strength and gentleness. At Whitefriars College we value:

- **Faith** Shared faith expressed through contemplation, community and service.
- **Gentleness** The expression of gentleness as the intelligent way to express masculinity.
- **Excellence** Excellence and collaboration in learning, teaching and in all we do.
- **Respect** Positive, inclusive and respectful relationships across our community.
- **Justice** Action and advocacy for equity, justice and environmental stewardship through words and deeds.

### Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church.

It is expected that all staff employed in a Catholic school:

- accept the Catholic educational philosophy of the school
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work
- by their teaching ministry, other work and by personal example strive to help students and families to understand, accept and appreciate Catholic teaching and values
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act
- Continuously work towards their accreditation to teach in a Catholic School as per the Victorian Catholic Education Authority (VCEA) policy.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, along with activities directed at the broader aims of the College.

**Whitefriars College** is committed to strengthened practice for the protection of children in line with the Victorian Government child safety reforms and **Ministerial Order 1359**.

Catholic school communities place the highest priority on the care, wellbeing and protection of children and young people. Founded in Christ and sustained by faith, Catholic schools seek to fulfil their mission of enabling each student to come into the fullness of their own humanity. This includes paying attention to the inherent dignity of children and young people, and their fundamental right to be respected, nurtured and safeguarded by all. Whitefriars College staff and volunteers are instructed about the school's child safety policies and are expected to comply with the school's obligations and understanding of a child protection culture and minimisation of the risk of child abuse. Staff and volunteers are provided with appropriate training and development opportunities, as well as ongoing supervision and management, to ensure their conduct is consistent with the school's child safety and wellbeing policies and procedures.

## Overview

The Learning Diversity Administration Officer shall be responsible to the Deputy Principal – Learning and Teaching through the Director – Learning Diversity, to provide administrative support for Learning Diversity and ensure the Learning Area runs efficiently, and any and all relevant information is communicated to all concerned.

The Learning Diversity Administration Officer should be able to carry out duties and responsibilities with limited supervision and make decisions and establish work priorities on procedure-oriented operations. The Learning Diversity Administration Officer will have access to confidential and sensitive information regarding students' personal and educational background, and therefore the ability to be discrete and maintain confidentiality is extremely important. Consequently, the Administration Officer is required to be familiar with and support the school's Child Safety policies.

## Attributes and Competencies

- Presents a professional, warm, positive and welcoming presence
- Strong inter-personal communication skills
- Demonstrates high levels of confidentiality and cultivates credibility and honesty
- Displays empathy, enthusiasm, commitment and is highly motivated to contribute
- Well-rounded and compassionate person who can demonstrate a genuine interest in people
- Operates effectively in a collaborative team environment and builds strong relationships
- Ability to maintain high work standards and demonstrates attention to detail, and concern for the quality of work produced
- Self-motivated and proactive
- Alignment with College Mission and Values Statement.

## Key Responsibilities

### Administrative:

- Provide administrative support utilising various Microsoft Office, and other, software packages.
- Triage emails for the Director – Learning Diversity, responding to, and/or dealing with, those as appropriate
- Responsible for distributing necessary communications to the College Community for matters relating to Learning Diversity
- Maintain Learning Diversity student records including support with NCCD, Parent Support Group meetings and Special Provision applications
- Assist in coordinating, liaising with key contacts and administrative tasks for all Learning Diversity activities, including:
  - NCCD
  - Special Provisions
  - Parent Support Group meetings
  - Learning Diversity Team meetings
- Maintain all files and documentation for Learning Diversity
- Assist in coordinating, liaising with key contacts and administrative tasks for all Learning Diversity events including:
  - Year 6 to Year 7 Transition
  - Information evenings
  - NCCD Moderation
  - Open Day

## Specific Responsibilities

### NCCD

- Maintain and update records for NCCD
- Organise NCCD moderation

### Parent Support Group Meetings (PSGs)

- Organise PSG Meetings for Years 7 to 12
- Schedule meetings, coordinate attendance, communicate with families and stakeholders
- Facilitate teacher feedback
- Minute meetings and send out to parents and staff

### Exam Provisions

- Organise special provisions for the mid-year and end-of-year exams
- Liaise with Director- Learning Diversity to ensure students receive appropriate provisions
- Develop and maintain appropriate records of Special Provisions and ensure documentation is communicated with staff

### Assessments

- Liaise with Director - Learning Diversity and the assessment team to maintain assessment waitlists and referral records
- Obtain consent from families and maintain documentation
- Update templates and consent forms as required
- Schedule assessments and set up for testing sessions as required

### Timetables

- Keep record of Learning Support Class timetables and students
- Organise roster for Year 7/8 Sports every Thursday
- Support LSOs to add timetables to Outlook

### Personalised Learning Profiles (PLPs)

- Keep PLPs up to date

### Key Selection Criteria

- Commitment to the mission, values, and ethos of a Catholic school in the Carmelite tradition, including respect for diversity, community, and student wellbeing.
- Experience in providing high-level administrative support in a school or similar environment
- Strong interpersonal and communication skills, with the ability to maintain discretion and confidentiality when handling sensitive student information.
- A demonstrated understanding of, and commitment to, supporting students with diverse and complex learning needs, including familiarity with inclusive education practices
- Proficiency in Microsoft Office and the ability to quickly learn and effectively use school systems such as SEQTA and Synergetic (or similar platforms).
- Demonstrated ability to work collaboratively within a team environment, coordinating meetings, events, and processes

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



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## Application

Applicants should submit:

- A covering letter of *no more than one page* outlining why the application is being made for the position
- A response of *no more than one page* on your ability and experience that will enable you to undertake the various aspects of the role
- An up-to-date Curriculum Vitae
- The names and contact details of at least three relevant referees

Applications should be addressed to **Mr Mark Murphy, Principal, Whitefriars College**

and submitted via the link below by **4:00pm on Monday, 30 March 2026**.

<https://external-jobboard.myrecruitmentplus.com/?recruiterId=12399>

Any enquiries regarding the role should be directed, in the first instance, to Ms Nipuni De Silva, Human Resources Manager on 9872 8214.