

Student Support Admin



Alta1 is an independent, co-educational CaRE school supporting students in Years 7–12. As a Christian organisation grounded in compassion and care, we work alongside young people and families from all backgrounds.

We support students who have experienced challenges engaging with mainstream education, using a strength-based, trauma-informed approach that prioritises safety, belonging, and wellbeing. Through personalised, wrap-around support, we help young people rebuild confidence, reconnect with learning, and find their pathway to purpose.

We're pleased you've chosen to join Alta1 and look forward to working alongside you as we reimagine education and support young people to move forward with confidence.



Playing to your strengths

Working in this environment can be unpredictable, exciting and rewarding. You will have the opportunity to use every skill at your disposal during an average week.

You are the admin wizard, switching effortlessly between Microsoft 365, SEQTA, Alta-1 systems and processes and other official databases as needed. You enjoy working within multidisciplinary teams and have exceptional administrative skills, some would call you a Superstar.

You are an excellent communicator and highly organised, able to work autonomously and take on a high level of responsibility when working with sensitive data.

You identify areas that need extra attention or corrective actions, and you proactively do what needs to be done without having to be told. You are punctual, you meet deadlines and keep staff and processes on track. You are willing to learn about disability funding and apply this knowledge within a region. You actively listen and use your initiative to triage needs and assign resources or assistance as required. Your passionate desire to support staff and record essential data improving student support is superpower.

Here's what you're responsible for

You work collaboratively with the Student Services Manager to compile and upload all student data for funding rounds. You collate, record, and present student data and generate reports upon request. Your supportive work assists the region's Wellbeing Team by ensuring access to student wellbeing data and maintaining comprehensive student profiles. You will occasionally visit a campus, assist with complex case meetings and liaise with external agencies.

Student Reports and Data for Funding

- Record keeping of level of adjustments with Nationally Consistent Collection of Data on School Students with
- Disability (NCCD) data, assisting the Student Services Manager with moderation processes and evidence stored on SEQTA. Collating data for Inclusive Education (IE)funding. Student psychological reports/assessments, student plans and documented plans, assisting the Student Services Manager with funding upload and recording of regional data.
- Recording and collating student data for executive teams and board reports.
- High levels of record keeping using SEQTA as the "source of truth" for tracking student progress and other areas.
- Assisting with the enrolment process by collating data for student profiles and inputting into complexity scale for allocation to programs.

Here's what you're responsible for



Wellbeing Process:

- Ability to learn and apply IE language to develop a comprehensive understanding of recording funding data, IE and NCCD funding processes and all the evidence that is required to support applications.
- Meet regularly with the Student Services manager to provide feedback and to develop plans to support regional needs.
- Assist Therapeutic staff with student information and reports.
- Occasional observation of students in classroom, and capturing adjustment and data that may be lacking, targeting the students that are identified to be included in funding rounds or need further evidence to support funding Applications.
- Working with a Senior chaplain and a Regional Administrator to collate and record attendance and engagement data.
- Assisting with follow up of students from administrative point.
- Assisting with student profile documents, including case meeting evidence, to capture student's needs at enrolment.

You will know you're successful when

- You lighten the administrative load for Learning Support Teachers and Learning Support Education Assistants therefore facilitating more frequent assistance for Students.
- Student's data is successfully recorded, tracked and assessed for funding applications and funding rounds are completed with accuracy and efficiency.
- Regions are supported with tracking of attendance and engagement data.
- Wellbeing documents are collected and recorded at enrolment thereby resulting in well-developed student profiles.
- A comprehensive knowledge of the documented plan is evident and knowledge of how to develop a quality bank of wellbeing data for students.

Your Opportunities to Grow

Alta-1 we believe in cultivating a work environment that encourages personal and professional growth. We want to see our staff and students thrive through:

- IE language and SEQTA training provided by Student Services manager.
- NCCD training, Child safe training, Youth Mental Health First Aid and other training specific to mental health and neuro diversity.