

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA  
JOB DESCRIPTION FORM**

<p align="center"><b>Public Sector Management Act 1994</b></p>	<p align="center"><b>Salaries/Agreement/Award</b> Education Department Ministerial Officers Salaries, Allowances and Conditions Award 1983; Department of Education (School Support Officers) CSA General Agreement 2017 or as replaced</p>	
<p><b>Group:</b> Schools</p> <p><b>Region:</b> Pilbara Education Region</p> <p><b>School:</b> Schools</p>	<p align="center"><b>Effective Date of Document</b> 7 February 2018</p>	

<p align="center"><b>THIS POSITION</b></p>	
<p><b>Title:</b></p>	<p><b>Network Attendance Officer</b></p>
<p><b>Classification:</b></p>	<p><b>Level 4</b></p>
<p><b>Position No:</b></p>	<p><b>Generic</b></p>
<p><b>Positions under direct responsibility: Nil</b></p>	

<p align="center"><b>REPORTING RELATIONSHIPS</b></p>	
<p><b>TITLE:</b></p>	<p>Coordinator Regional Services</p>
<p><b>LEVEL:</b></p>	<p>Level 7</p>
<p><b>POSITION NUMBER:</b></p>	<p>00030580</p>
<p><b>TITLE:</b></p>	<p>Regional Attendance Coordinator</p>
<p><b>LEVEL:</b></p>	<p>Level 5</p>
<p><b>POSITION NUMBER:</b></p>	<p>00037774</p>
<p><b>This position and the positions of:</b></p>	
<p><b>Title</b></p>	<p><b>Classification</b></p>
<p>Various</p>	<p><b>Position Number</b></p>

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Network Attendance Officer	Level 4	Generic	7 February 2018

## CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>.

The Pilbara Education Region comprises over 30 public schools servicing students in the north west of Western Australia. Through a \$4.65 million funding allocation from Royalties for Regions, all schools in the Pilbara will receive support and assistance to deliver a suite of educational initiatives that address school attendance and student engagement. This will be achieved through the provision of four highly relevant and meaningful localised projects: *Pilbara Attendance Coordination*; *Pilbara Cross-sector Schools Partnership*; *In-school Engagement of Students*; and *Location Based Responses*.

The Pilbara Education Regional Office is responsible for ensuring that the Royalties for Regions supported project *Pilbara Partnerships for Student Success* meets the outcomes and targets set out in the Memorandum of Understanding.

The Pilbara Education Regional Office works collaboratively with officers in Central Office to support schools with policy advice; development and allocation of resources; management of projects and contracts for service; and developing quality assurance processes for programs aimed at improving educational outcomes for students and achieving objectives outlined in the *Classroom First Strategy*.

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Network Attendance Officer	Level 4	Generic	7 February 2018

## ROLE

The Network Attendance Officer:

- provides operational support to the Pilbara Schools' network for student attendance issues
- develops and maintains effective community and intra-agency partnerships relating to non-attending and disengaged students within the network
- identifies, communicates and provides training and assistance to schools on effective follow-up processes and procedures for managing unexplained and unauthorised absences
- collects and analyses student attendance data, identifies issues to support schools and reports on targets for improved attendance
- supports and advises schools in the development, implementation, evaluation and reporting of targeted interventions for individuals and groups of students who are non-attending and disengaged from education
- liaises with and responds to inquiries from Central and Regional office, community members and parents concerning legal matters of attendance and parent responsibility in relation to the *School Education Act 1999*
- assists network schools with processes and facilitation of attendance advisory panels
- supports and liaises with Aboriginal and Islander Education Officers in schools to address non-attendance and disengagement of Aboriginal students.

## OUTCOMES

1. Processes for improving attendance, including exemptions and interagency collaboration, are established and implemented at the local level.
2. Schools are supported to implement effective local procedures consistent with policy and the *School Education Act 1999*, to manage and monitor attendance of students.
3. Information on attendance across the Pilbara schools' network is collected and analysed, key issues are identified and appropriate strategies are developed.
4. Schools are supported in the provision of a suite of processes for re-engaging, coordinating and managing the placement of non-attending and disengaged students.
5. School leaders utilise quality attendance data when developing whole school plans for attendance and for leading strategic school directions.

<b>TITLE</b> Network Attendance Officer	<b>CLASSIFICATION</b> Level 4	<b>POSITION NO</b> Generic	<b>EFFECTIVE DATE</b> 7 February 2018
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## **SELECTION CRITERIA**

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated ability in providing operational policy and attendance related support and guidance for network schools.
2. Demonstrated understanding of trends and issues in education relating to school attendance in the local context.
3. Demonstrated sound written, verbal and interpersonal skills with the ability to work effectively as part of a team and with target groups.
4. Demonstrated well developed conceptual and analytical skills with the ability to provide innovative thinking in problem solving.
5. Demonstrated initiative and organisational skills including the ability to identify priorities, address operational needs and meet agreed outcomes.

## **ELIGIBILITY**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

## **TRAINING**

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

## **CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

## **ENDORSED**

**DATE 7 February 2018**  
**TRIM REF # D18/0050112**