

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

<b>Public Sector Management Act 1994</b>	<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	
<b>Group:</b>	<b>Schools</b>	<b>Effective Date of Document</b> 19 June 2018
<b>Region:</b>	<b>Education Regions</b>	
<b>School:</b>	<b>Schools</b>	

<b>THIS POSITION</b>	
<b>Title:</b>	<b>School-Based Attendance Officer</b>
<b>Classification:</b>	<b>Level 3</b>
<b>Position No:</b>	<b>Generic</b>
<b>Positions under direct responsibility: Nil</b>	

<b>REPORTING RELATIONSHIPS</b>		
<b>TITLE:</b>	Regional Executive Director	
<b>LEVEL:</b>	Various	
<b>POSITION NUMBER:</b>	Various	
<b>TITLE:</b>	Coordinator Regional Services	
<b>LEVEL:</b>	7	
<b>POSITION NUMBER:</b>	Various	
<b>This position and the positions of:</b>		
<b>Title</b>	<b>Level</b>	<b>Position Number</b>
Various		

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
School Based Attendance Officer	Level 3	Generic	19 June 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 Teachers 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>.

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

The position is school based and provides support to schools within the region. School-Based Attendance Officers will give account of their regional functional responsibility to the Regional Executive Director through the Coordinator Regional Services, with day-to-day management provided by the school administrator through the Manager Corporate Services.

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## **ROLE**

The School-Based Attendance Officer:

- assists school communities with processes that ensure non-attending and alienated students participate, and are engaged, in educational programs
- collaborates with school staff, parents, regional office and the community to identify student absenteeism and truancy
- makes regular family contact, including phone calls and home visits and establishes community links to monitor and engage identified students and their families
- assists with the development and implementation of a range of preventative strategies at the school level to engage and support non-attending and alienated students
- assists principals with the development and implementation of individual student attendance improvement plans
- participates in collaborative case conferences and other intervention processes to improve student attendance, participation and retention
- assists teachers to explore alternative educational, vocational or employment options as appropriate
- assists principals with the development and implementation of community activities and projects aimed at improving student attendance
- maintains student-specific case notes and briefing notes and relevant attendance information, reporting to the school administration and regional line manager on a regular basis

## **OUTCOMES**

1. School-based processes for improving attendance are identified and implemented at the local level.
2. Advice and assistance is provided to students, staff and parents that contribute to improved student attendance.
3. Individual student and family support is provided.
4. Appropriate communication and networks are established within the school, region, community and relevant agencies to cater for the needs of non-attending and alienated students.
5. Schools are supported in the provision of individual planning for non-attending and alienated students.

<b>TITLE</b> School Based Attendance Officer	<b>CLASSIFICATION</b> Level 3	<b>POSITION NO.</b> Generic	<b>EFFECTIVE DATE</b> 19 June 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 sound knowledge of issues related to education within a local community.
2. Demonstrated capacity to work with individuals or small groups of students experiencing attendance-related difficulties.
3. Demonstrated ability to contribute towards resolving problems such as those affecting student attendance.
4. Demonstrated sound interpersonal and communication skills, including the ability to establish and maintain effective working relationships, particularly in a team environment.

## **ELIGIBILITY**

The provision of **Section 50d** will be an optional criterion and will be applied to some positions where specific local community needs and issues require an appointee to have an appropriate cultural background. It is not proposed to make this 50d requirement mandatory for all positions.

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 15 June 2018**  
**TRIM REF # D18/0263867**