

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

Public Sector Management Act 1994	Salaries/Agreement/Award Education Department Ministerial Officers Salaries, Allowances and Conditions Award 1983, School Support Officers (Government) General Agreement 2014 or as replaced
Group: Schools	Effective Date of Document
Region: Education Regions	25 August 2017
School: Schools	

THIS POSITION	
Title:	Student Support Coordinator
Classification:	Level 4
Position No:	Generic
Positions under direct responsibility: Nil	

REPORTING RELATIONSHIPS		
TITLE:	Principal	
LEVEL:	Various	
POSITION NUMBER:	Various	
TITLE:	Deputy Principal / Program Coordinator	
LEVEL:	Various	
POSITION NUMBER:	Various	
This position and the positions of:		
Title	Level	Position Number
Various		

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Student Support Coordinator	Level 4	Generic	25 August 2017

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>

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.

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Student Support Coordinator	Level 4	Generic	25 August 2017

ROLE

The Student Support Coordinator:

- coordinates the Student Support Program
- researches, develops and implements systems, intervention strategies and alternative programs that provide a responsive and effective support service for students, family members and staff
- establishes and maintains professional links between the student, the family, the college/school and other appropriate agencies in the community
- undertakes work assessments on students, including liaising with parents/guardians, students, staff and other stakeholders
- assists the School Administration team in crisis management by providing relevant and appropriate strategies and support, as required
- actively assists teaching staff in the planning and implementation of class and school activities and co-facilitates group work
- actively participates in multi-disciplinary team meetings and case conferences within the college/school and with other agencies as appropriate including the provision of information and consultancy advice as required.

OUTCOMES

1. Student support programs, including group programs, are developed and implemented.
2. Systems to manage relationships with students, parents and staff that allows for a responsive and effective support service are developed, reviewed and adapted.
3. Advice and assistance is provided to students, parents and staff that contribute to improved student attendance.
4. Appropriate communication and liaison networks are established and maintained within the Department, schools and with other key stakeholders.
5. Timely research and investigation is undertaken to support strategic outcomes.
6. Appropriate methodologies and processes to support coordinated and effective management of a range of projects are developed and implemented.

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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. Well developed oral and written communication and interpersonal skills that demonstrate an ability to establish and maintain effective working relationships, negotiate and resolve conflict.
2. Demonstrated well developed organisational skills with the ability to prioritise tasks to meet deadlines and work autonomously and collaboratively within a team environment.
3. Demonstrated well developed research, conceptual and analytical skills and experience in identifying problems and developing appropriate intervention strategies and support programs.
4. Demonstrated skills and experience in working with individual or small groups of students who are experiencing difficulties.
5. Demonstrated knowledge of the youth sector, particularly local organisations and services.

ELIGIBILITY

Employees will be required to:

- possess a Tertiary qualification in the Social or Behavioural Science area;
- 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 25 August 2017
TRIM REF # D17/0357716