

Workplace Transition Support Officer

Warnbro Community High School

Position number	00035248
Agreement	Department of Education (School Support Officers) CSA General Agreement 2021, or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 5)
Direct reports	Nil

Context

Warnbro Community High School is an Independent Public School offering a comprehensive vocational program delivering industry-specific, hands-on experience through nationally recognised training programmes. The school delivers numerous Certificate II courses onsite. Some students attend technical and further education and engage in traineeships. Those students who elect to do Workplace Learning attend placements one day per week.

Further information about Warnbro Community High School is available on [Schools Online](#).

For information about the Department of Education please visit education.wa.edu.au.

Key responsibilities

- Support the operations of the Workplace Learning Program.
- Assist in planning programs for individuals or groups to develop life skills and promote positive development.
- Evaluate enrolment and completion data and provide reports to the School Administration team.
- Research and identify pathways for employment or activities other than employment.
- Assist in locating appropriate industry placements/activity providers for students.
- Conduct site checks and meetings with prospective employers.
- Liaise with employers and relevant workers on duty of care requirements.
- Provide information to parents and staff on the Workplace Learning Program.
- Induct students into the Workplace Learning Program.
- Undertake regular meetings with students regarding work placement.
- Monitor student progress in the workplace, including checking student logbooks for satisfactory completion and working hours.
- Monitor the Workplace Learning Program budget.
- Maintain the Workplace Learning Program database.

- Promote the school's Workplace Learning Program within the community.
- Undertake relevant paperwork and prepare relevant correspondence.

Selection criteria

1. Demonstrated experience in developing, implementing and evaluating suitable programs for students acquiring life skills and/or accessing recreational activities.
2. Demonstrated well developed keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing.
3. Demonstrated sound written, oral and interpersonal communication skills with the ability to establish and maintain effective relationships with staff, students, employers and parents.
4. Demonstrated sound organisational skills, including the ability to meet deadlines and identify priorities.
5. Demonstrated initiative and sound problem solving skills, including the ability to identify appropriate solutions.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 22 March 2023
Reference D23/0662006