



Program Coordinator – Connected Community School trial

Position number	Generic
Agreement	School Education Act Employees' (Teachers and Administrators) General Agreement 2023 or as replaced
Classification	School Administrator Level 3
Reports to	Principal
Direct reports	Various

Context

The Connected Community School trial (the trial) is a four-year initiative that aims to connect students and families with greater wellbeing supports, as well as community, health and social services, to improve students' educational and wellbeing outcomes beyond the classroom. Each participating school will work with its community to create locally led, culturally safe and inclusive approaches to work towards addressing local needs with a range of initiatives, such as making services available on site to remove barriers to access. The trial also aims to strengthen ties within the community by developing partnerships and use of school facilities after hours with groups such as local sporting groups, community language groups and other community organisations.

Participating schools include Girrawheen Senior High School, Roebourne District High School, Clarkson Primary School and Ashburton Drive Primary School.

Information about the particular school in which the vacancy is being advertised is available on [Schools Online](#).

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- In collaboration with the Principal and members of the leadership team, provide leadership in the school and the community by developing and promoting the trial's vision, and encouraging school staff, community members and others to share ownership of the trial's vision and goals.
- Use effective change strategies, and establish school networks and community partnerships to develop opportunities for improved integration of services.
- Facilitate workforce effectiveness and provide a role model for self-development to improve professional performance.

- Contribute to the development of the trial's vision and goals through participative decision making, including assisting in developing policy and establishing and maintaining systems.
- Establish and manage administrative and operational systems to ensure the effective operation of the program within Department policy and guidelines.
- Manage the trial, including:
 - lead ongoing consultation with the school community and stakeholders to inform locally led solutions that address the local needs of students and families
 - broker and coordinate partnerships with health service providers, other government agencies and community-based organisations as such Aboriginal Community Controlled Organisations
 - develop, implement, monitor, review and evaluate program plans
 - provide regular progress and development reports to senior management.
- Contribute to the implementation of strategic directions for Aboriginal education and effective community relationships that supports the school's Cultural Program, meets the Department's Aboriginal Cultural Standards Framework and achieves the Department's goals in providing quality education, services and support.
- Use appropriate systems, data and processes to undertake quantitative and qualitative analysis in relation to the trial's performance.
- Lead the evaluation and analysis of data and information across a range of educational settings and learning areas.
- Support the Principal, Deputy Principals, Heads of Department/Learning Area and relevant teaching staff with the identification, development, and implementation of initiatives to improve the trial's performance.
- Undertake administrative duties related to the particular area of responsibility.
- Liaise extensively with Principals, Deputy Principals, Heads of Department/Learning Area, relevant specialist program staff and the wider school community.
- Undertake a teaching role, if required.
- Participate in multi-disciplinary meetings and advisory groups, including meetings after-hours and off-site.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant Industrial Instruments and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

Selection criteria

1. Demonstrated highly developed leadership skills, including the ability to effectively manage teams and deliver positive outcomes.
2. Demonstrated professional knowledge and the ability to apply this knowledge to ensure a high-level of educational outcomes for all students, (e.g. Aboriginal students, students from diverse ethnic backgrounds and students with special needs).
3. Demonstrated highly developed interpersonal and communication skills with the ability to establish and maintain effective working relationships.
4. Demonstrated capacity to manage physical and financial resources.

Eligibility and training requirements

Employees will be required to:

- hold a recognised qualification in teaching and be currently registered or eligible for registration to teach in Western Australia

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- obtain or hold a current Western Australian Driver's Licence
- own a personal vehicle for travel to offsite meetings
- 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 and every 3 years thereafter
- 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 10 November 2025
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