

## Program Coordinator – Student Engagement

### Kalumburu Remote Community School

|                        |   |
|------------------------|---|
| <b>Position number</b> | 00043784  |
| <b>Agreement</b>       | <a href="#">School Education Act Employees' (Teachers and Administrators) General Agreement 2023</a> or as replaced |
| <b>Classification</b>  | School Administrator Level 3  |
| <b>Reports to</b>      | Principal (School Administrator Level 4)  |
| <b>Direct reports</b>  | Nil   |

#### Context

Information about Kalumburu Remote Community School is available on [Schools Online](#).

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

#### Key responsibilities

- Manage programs, specific curriculum areas and/or portfolios such as
  - student engagement, attendance and wellbeing services, including pastoral care and student engagement support programs across the school
  - whole school practice, including the management of student engagement processes.
- Use effective change management strategies to support school communities to develop opportunities for further improvement of service in data informed student engagement practices.
- Facilitate school knowledge and understanding of best practice in strategies to promote and improve student engagement.
- Contribute to the development of school plans through participative decision making, including assisting in developing policy and establishing and maintaining systems.
- Establish and manage administrative and operational systems in the relevant area of responsibility to support the effective operation of the school within departmental policy and guidelines.
- Undertake administrative duties related to the particular area of responsibility.
- Liaise extensively with Principals, Deputy Principals, Heads of Department/Learning Area and relevant specialist staff to support and enhance student engagement.

## Selection criteria

1. Demonstrated capacity to provide effective leadership in a diverse range of educational settings.
2. High level of interpersonal and public relations skills that demonstrate the ability to establish and maintain effective working relationships to achieve planned outcomes.
3. Demonstrated professional knowledge and the ability to apply this knowledge to ensure a high level of educational outcomes for all students, (e.g. disengaged students, Aboriginal students, students from diverse ethnic backgrounds and students with special needs).
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
- complete the Department's induction program within three 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            26 March 2025  
Reference    D25/0300354