

Program Coordinator, Follow the Dream (Graham (Polly) Farmer Foundation) Schools

Position number	Generic
Agreement	School Education Act Employees' (Teachers and Administrators) General Agreement 2021 or as replaced
Classification	School Administrator Level 3
Reports to	Principal
Direct reports	Nil

Context

Delivered in partnership with the Graham (Polly) Farmer Foundation and industry and philanthropic sponsors, the Follow the Dream: Partnerships for Success program targets Aboriginal students with high aspirations as they commence their secondary education through individualised case management in the areas of academic acceleration, longitudinal subject selection, career and transition support.

Students are encouraged to complete Year 12 and achieve results that enable entrance into tertiary studies, including university or TAFE pathways, or progression to an apprenticeship/traineeship or employment.

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

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

Key responsibilities

- Provide educational leadership to the school and community that builds capacity by implementing and promoting the Follow the Dream program, and encouraging students, school staff, volunteers from the community and others to share ownership of the Program's vision and goals.
- Provide expert advice and support to school leaders and teaching staff in developing and implementing targeted programs, plans, strategies and whole school approaches for improving student achievement, in conjunction with the Aboriginal Cultural Standards Framework.

- Use effective change management strategies to support school leaders to facilitate the school and community to accept and develop opportunities for improving student educational outcomes.
- Manage operation of the Program at the school, including allocating financial resources.
- Develop, implement, monitor and review program implementation, associated policies, risk management strategies and develop appropriate strategies to support improvement plans.
- Research, collect, analyse and interpret quality data and contextual information, including system and school-level achievement data, to make recommendations and develop improvement plans.
- Liaise extensively with school staff, relevant specialist staff, other government agencies and community providers to negotiate open lines of communication and facilitate cooperation to achieve effective delivery of Follow the Dream programs.
- Establish and maintain effective working relationships with internal and external stakeholders, particularly with Aboriginal families, communities and industry groups.
- Ensure information and support is provided to Aboriginal students and their families regarding academic acceleration, longitudinal subject selection, career opportunities and transition.
- Provide a role model for self development to improve professional performance and provide professional leadership to school staff to improve student learning outcomes.

Selection criteria

1. Demonstrated extensive knowledge and understanding of teaching and learning practices, particularly relating to Aboriginal students and their communities.
2. Demonstrated extensive skills and experience in developing, implementing and evaluating learning programs and strategies at a school, region or system level.
3. Demonstrated capacity to manage physical and financial resources.
4. Demonstrated ability to provide strategic leadership that builds capacity, deals effectively with change and generates innovative solutions related to achieving educational outcomes.
5. Demonstrated highly developed written, verbal and interpersonal communication skills with the ability to conduct research, prepare reports and establish effective working relationships and partnerships with internal and external stakeholders to achieve planned outcomes.

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;
- 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 26 September 2023
Reference D23/1555780