



Pathways Support Officer

John Curtin College of the Arts

Position number	00047710
Agreement	Department of Education (School Support Officers) CSA Agreement 2024 or as replaced
Classification	Level 2
Reports to	Manager Corporate Services (Level 5)
Direct reports	Nil

Context

Information about John Curtin College of the Arts is available on [Schools Online](#).

Visit education.wa.edu.au for more information about the Department of Education.

Key responsibilities

- Assist in the coordination of college engagement programs, including the development of systems that provide a responsive and effective youth support service for students, staff and family members.
- Establish and maintain professional links between the college and various public and private sector organisations.
- Undertake work assessments on students, including conducting discussions with parents/guardians, students, staff and any other relevant parties in order that relevant information is obtained prior to completing case information.
- Plan and implement youth work interventions and provides a supportive link between the student, the family, the college and other appropriate agencies in the community .
- Act as a resource person within the college community and participates in projects, as required.
- Participate in multi-disciplinary team meetings and case conferences within the college and with other agencies, as appropriate.
- Develop and maintain a record system and collates and prepares information used to develop strategies.

Selection criteria

1. Demonstrated communication (both written and oral) and interpersonal skills, including the ability to establish and maintain effective work relationships.
2. Demonstrated organisational skills and ability to work as part of a team and with minimum supervision to meet conflicting guidelines.
3. Demonstrated conceptual and analytical ability, including the ability to suggest solutions to problems.
4. Working knowledge of the youth sector, particularly local organisations and services, and demonstrated experience in applying that knowledge in working with individuals or small groups of adolescents experiencing difficulties.

Eligibility and training requirements

Employees will be required to:

- 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 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 5 November 2025
Reference D25/1162070