



# Job Description Form

## Family and Student Engagement and Liaison Officer

Clarkson Primary School

<b>Position number</b>	00047730
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> or as replaced
<b>Classification</b>	Level 5
<b>Reports to</b>	Principal (School Administrator Level 5)
<b>Direct reports</b>	Nil

### Context

The Connected Community School 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.

Information about Clarkson Primary 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

- Assist in the implementation of processes that increase students' participation and engagement in educational programs.
- Research, develop and implement systems, intervention strategies and alternative programs that provide a responsive and effective support service for students, family members and staff.
- Consult and advise staff on matters related to student engagement and family support.
- Facilitate the development of agreements and protocols with support agencies and service providers to assist students.
- Build and maintain working relationships and partnerships with the school community, other government agencies and local community-based organisations to develop opportunities for improved integration of services.

- Liaise with students, families, and relevant support agencies and service providers to identify suitable and appropriate support.
- Respond to inquiries from community members and parents concerning attendance and engagement issues.
- Prepare correspondence, case notes and briefings on family support and student engagement.
- Undertake work assessments on student, including undertaking home visits and facilitating the support and conditions for increased engagement with parents/guardians, students, staff and other stakeholders in these processes.
- Contribute to personalised plans and the case management and coordination of support services for students through the effective integration of other agency supports and the needs and resources of the family.
- Identify, implement, monitor and evaluate personalised plans in consultation with relevant staff.
- Undertake attendance data analysis to identify key issues and trends, develop appropriate strategies and prepare reports as required.

### **Selection criteria**

1. Demonstrated well developed knowledge of family systems, mental health and wellbeing of young people and their parents and an understanding of required services to support families to function well and provide positive caring environments for young people.
2. Demonstrated skills and experience in working in diverse settings with students and families with significant challenges and needs.
3. Demonstrated well developed research, analytical and conceptual skills and an ability to identify and clarify issues and generate strategies to address them.
4. Demonstrated well developed oral, written and interpersonal communication skills, including the ability to negotiate and collaborate with individuals across a range of backgrounds and work within a team environment.

### **Eligibility and training requirements**

Employees will be required to:

- possess a Tertiary qualification in the Health, Social or Behavioural Science area
- 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 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 17 November 2025  
Reference D25/1162460