

Coordinator, Rise Up Program

Newman Senior High School

Position number	00041602
Agreement	Department of Education (School Support Officers) CSA General Agreement 2019 , or as replaced
Classification	Level 5
Reports to	Program Coordinator – Student Services (School Administrator Level 3)
Direct reports	Nil

Context

Newman Senior High School is located in the mining town of Newman in the Pilbara. The school's values are The Newman Way – Respect, Responsibility, Care and Compassion. It prides itself on building positive relationships between teachers, students, parents and the community.

The school's moral purpose and vision is 'to educate and inspire students to become productive citizens and lifelong learners'. The schools has strong vocational pathways including school based traineeships.

Through an innovation approach, the program will promote and support student achievement and wellbeing by providing all students across Years 7 to 12 the opportunity to celebrate success.

The program seeks to improve individual student attendance, academic achievement, leadership, goal setting and community engagement across Newman, based on a whole-school framework, focused on encouraging students to rise up to individual improvement; whether it be student attendance, academic achievement, taking on a leadership role, mentoring others, meeting a set goal, or community engagement.

Expected outcomes of the program are:

- Increased student attendance and engagement in educational programs is achieved through the provision of coordinated key services to students, families and staff.
- Process for improving attendance and engagement are established and implemented.
- Effective strategies and procedures are in place to manage, monitor and improve attendance and engagement of students.

- Program information is collected and analysed, key issues are identified and appropriate strategies are developed.
- Interagency collaboration is established and coordinated to meet the needs of students.

Information about Newman Senior High School is available on [Schools Online](#).

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

Key responsibilities

- Assist in implementing processes that increase non-attending and disengaged students' participation and engagement in educational programs.
- Provide individualised case management and coordinate support services for students identified as at risk of disengaging from education.
- Consult and advise staff on matters related to specific cases.
- Facilitate development of agreements and protocols with support agencies and employer agencies to assist non-attending and disengaged students.
- Liaise with non-attending and disengaged 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 student attendance.
- Identify, implement, monitor and evaluate school attendance and engagement strategies and procedures.
- Undertake attendance data analysis to identify key issues and trends, develop appropriate strategies and prepare reports as required.

Selection criteria

1. Demonstrated well developed program management skills, including project planning, budgeting, coordination, implementation and evaluation.
2. Demonstrated sound knowledge and understanding of current trends and issues in education in relation to student service provision for disengaged and non-attending students.
3. Demonstrated well developed research, analytical and conceptual skills and an ability to plan and coordinate a variety of strategies and programs.
4. Demonstrated well developed verbal communication and interpersonal skills with the ability to identify and develop links between families and appropriate support services.
5. Demonstrated well developed written communication skills with the ability to prepare documentation for a range of specific purposes and audiences.

Eligibility and training requirements

Employees will be required to:

- hold a current 'C' class driver's licence
- 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 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 six months of appointment.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 18 August 2021
Reference D21/0464337