



Coordinator – Teaching and Learning

School of Special Educational Needs: Medical and Mental Health

Position number	00042054
Agreement	School Education Act Employees' (Teachers & Administrators) General Agreement 2019 or as replaced
Classification	School Administrator Level 3
Reports to	Principal (School Administrator Level 6)
Direct reports	Nil

Context

The Statewide Services Division is responsible for central portfolios that deliver support services to students and schools across the State to improve educational outcomes for all students. This includes closely collaborating with regions to ensure there is a state-wide integration of support to schools and students delivered through regional networks, providing policy advice, allocating resources, and monitoring programs and services to ensure high standards.

The School of Special Educational Needs: Medical and Mental Health (SSEN:MMH) provides education support to referred students from Kindergarten to Year 12, whose physical or mental health presents difficulties in accessing their regular education program. Support is provided to government and non-government school students, through programs state-wide.

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

Key responsibilities

- Coordinate a team of Kindergarten-Year 12 teachers and education assistants at SSEN:MMH sites.
- Coordinate the development of programs to meet the educational outcomes of students with medical and mental health needs.
- Develop, implement, monitor and review the provision of teaching and learning programs.
- Provide advice and support to Departmental staff working with students with medical and mental health needs.
- Liaise with stakeholders regarding referrals for the Home Teaching program and program home visits.

- Monitor and review student learning outcomes and learning programs to ensure the requirements of individual students are met.
- Coordinate and manage reporting to enrolled schools.
- Provide professional leadership, coaching and mentoring programs to build capacity of staff.
- Participate in administration meetings to provide input to the delivery of the teaching and learning programs in school operations.
- Provide input to the development of policies and procedures that promote positive educational outcomes for students.
- Manage human and physical resources, to support effective teaching and learning programs, including coordinating relief staff.

Selection criteria

1. Demonstrated experience, knowledge and skills in the effective development, implementation and evaluation of individualised educational programs.
2. Demonstrated professional knowledge, and the ability to apply this knowledge to ensure a high level of educational outcomes for students.
3. Demonstrated highly developed leadership skills, including the ability to coordinate and deliver effective outcomes.
4. Demonstrated high-level written, oral and interpersonal communication skills, together with the ability to work collaboratively and effectively with people at all levels.
5. Demonstrated high-level conceptual and analytical skills, together with the proven ability to provide innovative solutions to complex problems and issues.

Eligibility and training requirements

Employees will be required to:

- hold a recognised teaching qualification 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 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 3 December 2021

Reference D21/0733463