



Program Coordinator – Learning Support Kiara College

Position number	00046916
Agreement	School Education Act Employees' (Teachers and Administrators) General Agreement 2023 or as replaced
Classification	School Administrator Level 3
Reports to	Principal (School Administrator Level 6)
Direct reports	Nil

Context

Information about Kiara College is available on [Schools Online](#).

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

Key responsibilities

- In collaboration with the Principal and members of the administrative team, provide educational leadership in the school and the community by developing and promoting the school vision, and supporting school staff to implement evidence based practice in supporting students with special education needs.
- Using effective change strategies, lead the school community to accept and develop opportunities for improved service in the relevant area of responsibility.
- Facilitate workforce effectiveness and provide professional learning for staff and community to improve student outcomes.
- Contribute to the development of the school plan through participative decision making, including assisting in developing policy and establishing and maintaining systems.
- Establish and manage administrative and operational systems in the relevant area of responsibility to ensure the effective operation of the school within departmental policy and guidelines.
- Manage programs, specific curriculum areas and/or portfolios such as:
 - Special Education Needs Planning and Reporting to Parents.
 - Case management of diagnosed special education needs (SEN) students.
 - Support the National Disability Insurance Scheme (NDIS) and interagency collaboration within the school.
- Facilitate whole school strategic planning in related areas such as transition, professional learning, parent and community engagement and the NDIS.
- Lead, manage and build capacity within the Learning Support team, including Learning Support Coordinators and Education Assistants.
- Undertake administrative duties related to the particular area of responsibility.

- Monitor and manage Disability Resourcing System (DRS) applications and the DRS budget.
- As an integral member of the Students Services and Senior Leadership teams, attend relevant meetings and case conferences and liaise with school staff, students, parents and external stakeholders.
- Undertake a teaching or in class support role, as required.

Selection criteria

1. Demonstrated capacity to provide effective leadership in a diverse range of educational settings.
2. High level of interpersonal and public relations skills that demonstrate the ability to establish and maintain effective working relationships to achieve planned outcomes.
3. Demonstrated professional knowledge and the ability to apply this knowledge to ensure a high level of educational outcomes for all students, (e.g. Aboriginal students, students from diverse ethnic backgrounds and students with special needs).
4. Demonstrated capacity to manage physical and financial resources.

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
- 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 24 December 2024
Reference D25/0076569