



Student Engagement Coordinator

Pinjarra Senior High School

Position number	00048209
Agreement	Department of Education (School Support Officers) CSA Agreement 2024 or as replaced
Classification	Level 4
Reports to	Principal (School Administrator Level 6)
Direct reports	Nil

Context

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

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

Key responsibilities

- Coordinate the school's Engagement Program for students at educational and risk.
- Research, develop and implement strategies and alternative programs that provide a responsive and effective service for students, family members and staff.
- Develop and maintain professional links between the student, family, school and other appropriate agencies in the community.
- Conduct home visits to discuss attendance and engagement plans for students at educational risk.
- Provide support and advice to students on re-engaging with education.
- Plan, develop and deliver specific activities and programs, including, excursions and incentives, aimed at building confidence, leadership, self-esteem and respect among identified students at educational risk.
- Provide intensive support for students at risk of leaving school early and.
- Actively participate in multi-disciplinary team meetings and case conferences within the school and with other agencies as appropriate, including the provision of information and consultancy advice.
- Identify and research effective practices and current issues for students at educational risk.
- Develop and maintain a record system and prepares information to develop and monitor re-engagement plans, progress reports and annual reports.
- Manage the program budget, including various cost centres, school purchasing cards and school resources.
- Support students and staff within the classroom setting.

Selection criteria

1. Demonstrated skills and experience in working with individual or small groups of students at educational risk who are experiencing difficulties.
2. Well developed verbal and written communication and interpersonal skills that demonstrate an ability to establish and maintain effective working relationships to negotiate and resolve conflict.
3. Demonstrated well developed organisational skills with the ability to prioritise tasks to meet deadlines and work autonomously and collaboratively within a team environment.
4. Demonstrated well developed research, conceptual and analytical skills and experience in identifying problems and developing intervention strategies and support programs.
5. Demonstrated knowledge of the youth sector, particularly Aboriginal education and youth development organisations and services.

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
- hold "F" and "LR" class driver's licences
- 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 20 April 2026
Reference D26/0316797