



## Network Attendance Officer

Karratha Senior High School

<b>Position number</b>	00038559
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> or as replaced
<b>Classification</b>	Level 4
<b>Reports to</b>	Principal (School Administrator Level 6)
<b>Direct reports</b>	Nil

### Context

The Pilbara Education Region comprises over 30 public schools servicing students in the north west of Western Australia. Through a \$4.65 million funding allocation from Royalties for Regions, all schools in the Pilbara will receive support and assistance to deliver a suite of educational initiatives that address school attendance and student engagement. This will be achieved through the provision of four highly relevant and meaningful localised projects: *Pilbara Attendance Coordination*; *Pilbara Cross-sector Schools Partnership*; *In-school Engagement of Students*; and *Location Based Responses*.

Information about Karratha Senior High 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

- Provide operational support to the Pilbara Schools' network for student attendance issues.
- Develop and maintain effective community and intra-agency partnerships relating to non-attending and disengaged students within the network.
- Identify, communicate and provide training and assistance to schools on effective follow-up processes and procedures for managing unexplained and unauthorised absences.
- Collect and analyse student attendance data, identify issues to support schools and report on targets for improved attendance.
- Support and advise schools in the development, implementation, evaluation and reporting of targeted interventions for individuals and groups of students who are non-attending and disengaged from education.
- Liaise with and respond to enquiries from central and regional office, community members and parents concerning legal matters of attendance and parent responsibility in relation to the *School Education Act 1999*.
- Assist network schools with processes and facilitation of attendance advisory panels.

- Support and liaise with Aboriginal and Islander Education Officers in schools to address non-attendance and disengagement of Aboriginal students.

### **Selection criteria**

1. Demonstrated ability in providing operational policy and attendance related support and guidance for network schools.
2. Demonstrated understanding of trends and issues in education relating to school attendance in the local context.
3. Demonstrated sound written, verbal and interpersonal skills with the ability to work effectively as part of a team and with target groups.
4. Demonstrated well developed conceptual and analytical skills with the ability to provide innovative thinking in problem solving.
5. Demonstrated initiative and organisational skills, including the ability to identify priorities, address operational needs and meet agreed outcomes.

### **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
- 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            4 June 2026  
Reference    D26/0442227