

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Education Department Ministerial Officers' Salaries, Allowances and Conditions Award 1983, School Support Officers (Government) General Agreement 2014 or as replaced
Group: Schools	Effective Date of Document 2 November 2015
Region: Midwest Education Region	
School: John Willcock College	

THIS POSITION

Title: Student Program Coordinator
Classification: Level 4
Position No: 00036118
Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Principal
LEVEL: School Administrator Level 6
POSITION NUMBER: 00017953

TITLE: Associate Principal
LEVEL: School Administrator 4
POSITION NUMBER: 00018059

This position and the positions of:

Title:	Level:	Position Number:
Various		

TITLE	CLASSIFICATION	POSITION NUMBER	EFFECTIVE DATE
Student Program Coordinator	Level 4	00036118	2 November 2015

CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity and equity are valued.

Further context about John Willcock College is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the College name in the Find a School field.

TITLE Student Program Coordinator	CLASSIFICATION Level 4	POSITION NUMBER 00036118	EFFECTIVE DATE 2 November 2015
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ROLE

The Student Program Coordinator:

- coordinates the planning and delivery of programs and support services designed to engage Aboriginal students in integrated educational programs and pathways
- undertakes research to identify students at risk, effective practices and current issues and develops, implements and monitors programs for improving attendance and re-engaging students in education programs
- provides advice, support and guidance to Aboriginal student on matters relating to their education and career pathways
- actively participates in multi-disciplinary team meetings within the College and with other agencies as appropriate, including the provision of information and consultancy advice as required
- develops and maintains professional links between student, families, schools and relevant agencies including youth employment, education and training services in the community
- develops and maintains a record system, analyses data and prepares reports on the effectiveness of implemented programs
- supports the strategic outcomes of John Willcock College.

OUTCOMES

1. Students at risk are identified and supported to continue their education.
2. Appropriate support and guidance is provided for young people to enable them to find appropriate pathways to further learning or employment.
3. Successful arrangements are in place with other organisations to provide support services, e.g. State Government, Commonwealth and community agencies.
4. Appropriate communication and liaison networks are established and maintained with the community, agencies and other key stakeholders.
5. Information and data is accessed, collected, used and reported in an accurate, timely and confidential manner.

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SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

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

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment;
- obtain or hold a current Working with Children Check;
- undertake occasional travel and supply and maintain own vehicle for use when travelling on official business; and
- hold a valid driver's licence.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- 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 duties, responsibilities and other requirements of the position.

ENDORSED

DATE 2 November 2015
TRIM REF # D15/0471795