



School Based Community Liaison Officer

Wilson Primary School

Position number	00039473
Agreement	Department of Education (School Support Officers) CSA General Agreement 2017 (or as replaced)
Classification	Level 1
Reports to	Manager Corporate Services (Level 4)
Direct reports	Nil

Context

Information about Wilson Primary School is available on [Schools Online](#).

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

Key responsibilities

- develops positive relationships between home and school
- assists in assessing family needs, interests and aspirations and advocate for them in policies and programs
- assists in the development of mechanisms to inform families and communities about family involvement opportunities
- fosters community involvement in school strategic planning
- works with families to facilitate engagement and improved relationships with the school through providing encouragement and support and the identification and implementation of appropriate local level strategies.

Selection criteria

1. Demonstrated good communication skills.
2. Demonstrated well developed interpersonal skills.
3. Demonstrated capacity to work independently and as part of a team.
4. Demonstrated capacity to contribute to and promote a welcoming and supportive school community.

Eligibility and training requirements

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
- 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 22 March 2019
Reference D19/0125241