DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM

Public Sector Management Act 1994	**Salaries/Agreement/Award** Education Department Officers Salaries, Allowances and Conditions Award 1983, Department of Education (School Support Officers) CSA General Agreement 2017 or as replaced.
Group: **Public Schools** **Region:** **South Metropolitan Education Region** **School:** **Southern River College**	**Effective Date of Document** 21 August 2018

THIS POSITION

Title: **Student Support Officer**

Classification: **Level 3**

Position No: **00036083**

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Principal
LEVEL: School Administrator 6
POSITION NUMBER: 00003485

TITLE: Deputy Principal
LEVEL: School Administrator 4
POSITION NUMBER: 00003484

This position and the positions of:

Title:	**Classification:**	**Position No:**
Various		

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Student Support Officer	Level 3	00036083	21 August 2018

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:
- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations 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.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: https://www.education.wa.edu.au/web/our-organisation/home.

Further context about Southern River 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.

ROLE

The Student Support Officer:

- assists in the coordination of the Student Support Program
- assists in developing and introducing systems and intervention strategies which provide a responsive and effective support service for students, family members and staff
- provides support and advice to teachers on strategies for supporting students and facilitates group work processes
- develops supportive links between the student, the family, the college and other appropriate agencies in the community and establishes a network of partnerships with other government and non-government agencies
- actively participates in multi-disciplinary team meetings and case conferences within the college and with other agencies as appropriate, including the provision of information and consultancy advice as required
- assists in undertaking work assessments on students, including liaising with parents/guardians, students, staff and any other relevant parties
- assists the School Administration team in crisis management and response duties as required
- records, collates and prepares information used to develop and monitor strategies and alternative programs

- undertakes research on current issues for young people, participates in projects and provides written reports as required

- assists in developing and implementing strategies attendance and interventions and strategies, which may include home visits.

OUTCOMES

1. A responsive and effective student support service is provided which contributes to improved student attendance.

2. A range of programs, procedures and processes is developed and implemented which assist families, schools and the community to support individuals and groups of students.

3. Communication and liaison networks are established and maintained within schools and with other key stakeholders which support student services.

4. Timely research and investigation is undertaken to support courses of action.

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 good oral, written and interpersonal communication skills and the ability to establish and maintain effective and collaborative working relationships.

2. Demonstrated effective planning and organisational skills with the ability to manage competing priorities within timelines.

3. Demonstrated good research, conceptual and analytical skills, including the ability to identify problems and provide solutions.

4. Demonstrated skills and experience in working with individual and small groups of students experiencing difficulties.

5. Demonstrated knowledge of the youth sector, particularly local organisations and services.

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

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.

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Student Support Officer	Level 3	00036083	21 August 2018

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

DATE 21 August 2018
TRIM REF # D18/0367674