



Program Coordinator – Student Behaviour Management

School of Special Educational Needs: Behaviour and Engagement

Position number	Generic
Agreement	The School Education Act Employees' (Teachers and Administrators) General Agreement 2017 or as replaced
Classification	Administration Level 3
Reports to	Deputy Principal (Administration Level 4)
Direct reports	Teaching Staff (Various)

Context

The State-wide Services Division is responsible for the central portfolios that deliver support services to students and schools across the State to improve educational outcomes for all students. This includes closely collaborating with regions to ensure there is a state-wide integration of support to schools and students delivered through regional networks, providing policy advice, allocating resources, and monitoring programs and services to ensure high standards of support.

As part of State-wide Services, four Schools of Special Educational Needs provide specialist services and support for students with diverse learning needs. This position is located in the School of Special Education Needs: Behaviour and Engagement. Information about State-wide Services can be found at education.wa.edu.au.

The Program Coordinator- Behaviour, is located at State-wide Services in Padbury and directly manages a team of teachers responsible for the targeted delivery of professional learning as part of the service provided by SSEN:BE. This includes delivery of professional learning for small groups, networks, whole school and regions. In collaboration with the Principal and members of the executive team, they provide educational leadership in the school and community by developing and promoting the school vision, and encouraging school staff, volunteers from the community and others to share ownership of the school's vision and goals.

Under the leadership of the Principal and Associate Principal, the Program Coordinator implements effective change strategies where appropriate, and develops opportunities for

improved service in the area of professional learning. The Program Coordinator is responsible for establishing and managing administrative and operational systems in the relevant area of responsibility to ensure the effective operation of the school within departmental policy and guidelines.

Strengths in Behaviour Management and knowledge of current behaviour support principles and practice, consistent with the Department of Education Student Behaviour Policy and having knowledge and training in WA Positive Behaviour Support (WA PBS) and Classroom Management Strategies (CMS) are desirable for this position.

Visit <https://ssenbe.wa.edu.au> to find out more information about SSEN: BE.

Key responsibilities

- In collaboration with the Principal and members of the administrative team, provides educational leadership by developing and promoting the vision and goals of the School of Special Educational Needs: Behaviour and Engagement (SSENBE).
- Using the operational plan and effective change strategies, leads and develops opportunities for improved service in the area of student support services.
- Provides advice and consultancy relating to the management of student behaviour, including conducting relevant research and identifying and promoting best practice.
- Provides professional support to schools and networks for managing student behaviour, including designing, monitoring, analysing and evaluating programs and related professional learning.
- Facilitates learning outcomes for educators through effective training, modelling and conferencing, promoting a culture of ongoing improvement.
- Support and contribute to the strategic direction of SSENBE through effective change strategies and targeted operational plans.
- Establishes and manages administrative and operational systems in the relevant area of responsibility to ensure the effective operation of SSENBE within departmental policy and guidelines.
- Coordinate a team of specialist teachers to manage and implement requests for assistance to our service and subsequent negotiated service agreements and service provision through participative decision making.
- Undertakes administrative duties related to and the daily management of the particular area of responsibility.
- Builds and maintains professional relationships with Principals, Deputy Principals, Regional Offices and relevant specialist staff.
- Undertakes a teaching role, if required.
- Monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy within the area of responsibility and provides up to date information and data.

Selection criteria

1. Demonstrated capacity to provide effective leadership in a diverse range of educational settings.
2. Demonstrated professional knowledge, particularly student behaviour management, and the ability to apply this knowledge to ensure a high level of educational outcomes for all

- students, (e.g. Aboriginal students, students from diverse ethnic backgrounds and students with special needs).
3. High level of interpersonal and communication skills that demonstrate the ability to establish and maintain effective working relationships to achieve planned outcomes.
 4. Demonstrated capacity to manage physical and financial resources.

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 5 August 2019
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