



## Program Coordinator - Engagement

School of Special Educational Needs: Behaviour and Engagement

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">The School Education Act Employees' (Teachers and Administrators) General Agreement 2017</a> or as replaced
<b>Classification</b>	School Administrator Level 3
<b>Reports to</b>	Deputy Principal (School Administrator Level 4)
<b>Direct reports</b>	Teaching staff (Various) School Support Staff (Various)

### Context

The School of Special Educational Needs: Behaviour and Engagement (SSEN: BE) provides educational support in collaboration with schools, for students who demonstrate extreme complex, challenging and violent behaviour across a Kindergarten to Year 12 context. SSEN: BE is based at the Statewide Services Centre in Padbury and supports schools around Western Australia via 13 Engagement Centres and the Midland Learning Academy.

A continuum of consultative support is delivered by the engagement centres and Midland Learning Academy which are coordinated through SSEN: BE which provides the administrative structure that oversees and manages these services as a State-wide model of support for schools, teachers and students. The services complement the other teams working in networks, regions and schools, supporting a greater number of students across the state.

Engagement Centres coordinate the K-12 provision of the following three services:

- professional learning to improve student engagement and behaviour
- consultative support to schools needing additional assistance with planning for those students with very complex needs
- intensive support for individual students exhibiting the most extreme, challenging and complex needs

The Midland Learning Academy is a small and specialist school facility designed to meet the needs of severely disengaged secondary students, who for a range of psycho-social reasons are unable to engage with mainstream settings despite intensive interventions.

Visit [ssenbe.wa.edu.au](https://ssenbe.wa.edu.au) to find out more information about SSEN: BE; or visit [education.wa.edu.au](https://education.wa.edu.au) to find out more information about the Department of Education.

## Key responsibilities

- In collaboration with the Principal and members of the executive team, provides educational leadership in the school and the 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.
- Contribute to the operation and implementation of the SSEN: BE strategic direction and procedures with effective change strategies and operational policy.
- Leads the wider school community to accept and develop opportunities for improved service in the area of student support services.
- Oversee building and facility management at the local engagement centre site.
- Manage administrative systems and resources to ensure the effective operation of the teacher services in accordance with legislative and industrial requirements.
- Coordinate a team of specialist teachers and support staff to manage and implement requests for assistance to our services and subsequent negotiated service agreements and interventions through participative decision-making.
- Provide professional leadership including performance and development of specialist teachers and support staff and provision of up-to-date information relevant to curriculum, behaviour and engagement issues.
- Facilitate teaching and learning outcomes through effective modelling and promoting a culture of ongoing improvement.
- Research, develop, coach and/or implement and monitor high quality plans for young people to access appropriate pathways to a range of training and employment options as required.
- Manage the flow of communication for case management of students through the enrolled school, family, SSEN: BE, regional office and Statewide Services Division.
- Establish and maintain effective working relationships with students' family.
- Build and maintain effective professional relationships with regional network Principals, Executive Directors, Coordinators of Regional Operations, other associated education staff and external partners to facilitate positive behaviour and engagement outcomes for students.
- Undertake a teaching role, if required.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

## Selection criteria

1. Demonstrated capacity to provide effective leadership in a diverse range of educational settings.
2. High level of interpersonal and public relations skills that demonstrate the ability to establish and maintain effective working relationships to achieve planned outcomes.
3. Demonstrated professional knowledge 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).
4. Demonstrated capacity to manage physical and financial resources.

## Eligibility and training requirements

Employees will be required to:

- hold a recognised qualification in teaching and be currently registered or eligible for registration to teach in Western Australia
- 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            9 August 2019  
Reference    D19/0358585